

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-058-09-14</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/30/09</i>	
1. FROM (Agency or establishment) Department of Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service (IRS)			
3. MINOR SUBDIVISION Wage and Investment, Research, Planning, Analysis			
4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett Stan Griffin	5. TELEPHONE NUMBER (202) 283-9359 (404) 338-7916	DATE <i>6-25-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/24/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W. Bennett	TITLE IRS Records Officer National Office, OS:A:RE:SC Washington, DC 20224	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>RCS 1.15.22 for Tax Administration - Compliance</b>  <b>Updates to RCS:</b>  <b>1.) Add new Compliance Research Initiative Tracking System (CRITS), New Item 31</b>  <b>RCS 1.15.35 for Tax Administration Electronic Systems</b>  <b>a.) Add new pointer to Item 31 in RCS 1.15.22</b>  <b>The records are owned by the W&amp;I Business Unit, Planning, Research, and Analysis Unit.</b>  <i>See attached.</i>		

**Background:**

*The Compliance Research Initiative Tracking System (CRITS) manages, creates and stores data as Federal records under 44.U.S.C Chapter 330. Official IRS records are stored in the System's Data Store Off-Line at the Consolidated Data Warehouse. CRITS is a tool that allows a user to request specific taxpayer data (tax elements) from Corporate Files On Line (CFOL). The CRITS is a web based tool used primarily to evaluate the impact of Research's outreach initiatives and to extract specialized data requested by outside parties including Congress and other agencies. The application allows the user to query Individual Master File (IMF), IRTF, and National Account Profile (NAP) for the disclosure of specific tax information on a large number of taxpayers, and then presents this information in an easy to use electronic format. An authorized user submits an electronic request for disclosure of specific tax information. Each request contains, at a minimum, the Taxpayer Identification Number and up to four tax years. The user may submit several TINs at one time via the Intranet using an https front end. CRITS queries Corporate Files Online (CFOL) for each of the TIN/tax years submitted. Data extracted by CRITS from the CFOL system is designated Sensitive But Unclassified (SBU) by Treasury/IRS standards.*

**Description:**

The Compliance Research Initiative Tracking System (CRITS) is a web based tool used primarily to evaluate the impact of Research's outreach initiatives and to extract specialized data requested by outside parties including Congress and other agencies. The application allows the user to query Individual Master File (IMF), Individual Return Transaction File (IRTF), and National Account Profile (NAP) for the disclosure of specific tax information on a large number of taxpayers, and then presents this information in an easy to use electronic format.

IRM  
1.15.22  
Item 31

RCS/22,  
Item 31

NEW

**a. Inputs:**

The IMF/IRTF/NAF – Query extract includes IRS taxpayer data received electronically from the Individual Master File, Individual Return Transaction File, and/or National Account Profile. The data in the source system is created and maintained by that system.

*Disposition: TEMPORARY. Note - The Individual Master File, Individual Return Transaction File, and National Account Profile are scheduled records under IRM 1.15.18 and 1.15.29. Information extracted from the IMF, IRTF, and/or NAF can be deleted/destroyed upon verification or when no longer needed.*

**b. System Data:**

The CRITS contains basic individual income tax information. The extracted data is processed at ECC – Detroit to provide the IRS, Congress, and other outside parties with specialized data in a Web-based, easy to use format. The parties use the data to evaluate the effect of outreach initiative efforts.

*Disposition: TEMPORARY. Destroy when 7 years old or when no longer needed for operational purposes whichever is sooner.*

**c. Outputs:**

CRITS uses the Product to extract only the tax information the user is authorized to receive, formats that data, and places it in a secured electronic Mail Box. The authorized user can then retrieve the response via the Intranet. Outputs are data in an easy to use format. End-Users print reports, spreadsheets, and download to databases.

*Disposition: TEMPORARY (for IRS Users Only). Destroy when no longer needed for business purposes.*

**d. Documentation**

The CRITS End-User Manual provides instructions on use of the System.

*Disposition: TEMPORARY. Delete/destroy when superseded or 5 years after the system is terminated, whichever is later.*