

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-58-09-16	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/8/09	
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service (IRS)			
3. MINOR SUBDIVISION Small Business/Self Employed			
4. NAME OF PERSON WITH WHOM TO CONFER Tracee M. Taylor	5. TELEPHONE NUMBER (202) 435-6308	DATE 6-25-09	ARCHIVIST OF THE UNITED STATES <i>Adrian 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>2</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 3/31/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel W. Bennett</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	RCS 1.15.18 for Records of the Enterprise Computing Center - Detroit Update to RCS: 1.) <u>New Item 60</u>, Taxpayer Address Request (TAR) System *RCS 1.15.35 for Tax Administration Electronic Systems 1.) Add pointer to Item 60 in RCS 1.15.18. RCS 1.15.35 is a cross-walk of electronic systems to official IRS Records Control Schedules. The records are owned by the SB/SE Government Liaison and Disclosure Data Services and processed by the Enterprise Computing Center – Detroit.		

Background:

The IRS uses the weekly U.S. Postal Service National Change of Address (NCOA) database to update the Individual Master File (IMF). The Taxpayer Address Request (TAR) extract is created using a list of state-supplied Social Security Numbers (SSNs) and name controls submitted via a tickler file.

Primary and secondary Social Security Numbers (SSNs), as well as the taxpayer's name and address are extracted and provided to participating agencies. In addition, data from the latest tax module year is provided to establish accuracy of the information.

RCS/18,
Item 60

Description:

Taxpayer Address Request (TAR) System is used to extract the latest taxpayer address on the Individual Master File (IMF) and provide to various state and federal agencies that are certified to receive this information. These requests are submitted to the Internal Revenue Service (IRS) by the participating agencies.

a. Inputs:

Includes data extracted from the Individual Master File (IMF).

Disposition: Temporary. Note - The Individual Master File (IMF) is a scheduled record under IRM 1.15.29. Information extracted from the IMF can be deleted/destroyed upon verification or when no longer needed.

b. System Data:

The Taxpayer Address Request (TAR) System contains individual records from the IR Forms 1040 series. This information is extracted from the Individual Master File (IMF)

Disposition: Temporary. Destroy when 5 years old or when no longer needed for operational purposes whichever is sooner.

NEW

c. Outputs:

Includes TAR extracts that are distributed on a periodic basis as requested by participating agencies.

Disposition: Temporary. Destroy when obsolete, superseded, or no longer needed for business, whichever is later.

d. System Documentation:

Includes user guides, record layouts, file specifications, computer operator handbooks, and other similar documentation.

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