

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-09-31	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 6/1/09	
2. MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION MITS, Cyber-Security Operations			
4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett Julie Campanelli		5. TELEPHONE (202) 435-6337 (770) 454-1662 DATE 11-9-09 ARCHIVIST OF THE UNITED STATES <i>Devinne C. Homer</i>	
5. 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>1</u> page(s) are not now needed for the business of 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 5/27/2009		SIGNATURE OF AGENCY REPRESENTATIVE <i>DW Bennett</i> IRS Records Officer TITLE IRS Records Officer National Office, OS:A:RE:SC Washington, DC 20224	
7. ITEM NO.	8. DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>RCS 1.15.29 Records Control Schedule for Tax Administration – Wage and Investment Records:</p> <p>Add new Item 283 for IRS Manager's Quarterly Certifications</p> <p>To schedule IR Form 12984 IDRS Manager's Quarterly Certification and IR Form 12984A Manager's Quarterly Certification.</p> <p>The records are owned by Modernization Information Technology Services (MITS), Cyber-Security Operations.</p> <p>See attached.</p>		

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Background:

IRS historically maintained hard copies of Form 12984 IDRS Manager's Quarterly Certification and Form 12984A Manager's Quarterly Certification as required under IRM 2.1.10 Information Systems Security. IRS managers were required to complete either Form 12984 or 12984A (depending upon the type of certification required) to ensure security awareness and protect access to systems containing personally identifiable information of a tax related nature. In 2007, the hard copy submission of the form process was discontinued in lieu of use of the Online Reports Services System (IORS). IDRS Online Reports Services (IORS) is a web-based application that provides IDRS Unit Security Representatives (USRs) and managers with a way to receive, review, and analyze Integrated Data Retrieval System (IDRS) security reports. The fully automated IORS eliminates the printing and mailing of these Manager's Quarterly Certifications and Reports. For the purpose of the IDRS investment definitions (E300, FISMA, Security Certification & Accreditation (C&A)), IORS is outside the boundary of the IDRS application.

Description:

IRS Manager's Quarterly Certifications

IRS Manager's Quarterly Certifications were discontinued as a manual process in 2007. The Integrated Data Retrieval System Online Reports Services (IORS) replaced IR Forms 12984 *IDRS Manager's Quarterly Certification* and 12894A *Manager's Quarterly Certification*. Staff are directed to follow the approved Disposition Authority and retention of these records until all forms are disposed.

Disposition:

Cut off at the end of the fiscal year in which the Manager's Certification was conducted. **Destroy** 6 years after cutoff.

IRM
1.15.29,
Item 283

NEW