

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 N1-58-09- 33	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 6/1/09	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (REFM-Records) Carl Gardner (MITS)		5 TELEPHONE 202-435-6308 313-628-3181	DATE 5/29/09
5 AGENCY CERTIFICATION		ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>	
<p>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> pages(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,</p> <p><input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE 5/27/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel W Bennett</i> Daniel W Bennett IRS Records Officer		TITLE IRS Records Officer National Office, OS A RE 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Submissions Processing Campus Records</p> <p>Future Updates: 1.15.29 New Item 250, Integrated Data Retrieval System (IDRS) Unit and Unit Security Representative (USR) Database – IUUD * 1.15.35 New Item 64, IUUD</p> <p>(see attached)</p> <p>*Note – IRM 1.15.35 is a cross-walk of electronic systems to official IRS Records Control Schedules.</p>		

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IRM 1.15.29, New Item 250
IRM 1.15.35, New Item 64

Integrated Data Retrieval System (IDRS) Unit and Unit Security Representative (USR) Database – IUUD

Background:

IUUD is a real-time SQL database deployed in October 2002, which allows IRS employees and managers who use the Integrated Data Retrieval System and have Intranet access to get contact information about IDRS units, managers and security personnel. For each IDRS unit, the IUUD enables users to find the Unit Security Representative's (USR) name and phone number, the manager's name, address and phone number, a description of the unit and additional information. Having easy access to this information helps employees and managers resolve questions and issues more quickly. The IUUD helps IRS employees to identify and contact individuals associated with IDRS units. The IUUD also serves as a central information source for all program areas that need information about IDRS units or IDRS security personnel.

IDRS is an application that allows users to interact with the taxpayer database. IDRS users are grouped together in IDRS units. These IDRS unit user groupings usually parallel their work group. There are currently over 5,700 IDRS units. IRS management is required to assign a USR to each IDRS unit. USRs perform unit level IDRS security tasks as defined in IRM 10 8 34. Using the IUUD, employees can identify the USR assigned to their unit or any other unit. The IUUD also provides contact information for each unit. This is helpful if an employee needs a mailing address or point of contact for the unit or if they to contact the unit about specific IDRS user activity (ie tax adjustments, open controls, an unreturned tax return document).

The IUUD is maintained by Cybersecurity, IDRS Security Program Office

Description:

The IUUD is an IRS Intranet resource where IRS employees can obtain current information about IDRS units and managers, and IDRS security personnel.

a. Inputs:

IDRS Security staffs update the IUUD based on data submitted to them on Form 9937 (IDRS Unit Request), and Form 13230 (IDRS Security Personnel Designation).

Disposition: Temporary Destroy/Delete after input verification into IUUD master files. Recordkeeping copies of these forms are appropriately scheduled under other authorities in IRS RCS 1 15 29.

b. System Data (Master Files):

For each IDRS unit, the IUUD provides the Unit Security

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Representative's (USR) name and phone number, the manager's name, address and phone number, a description of the unit, and other related information

Disposition Temporary Delete when superseded or obsolete

c. Outputs:

Principle outputs include the IUUD Intranet website search results. The IUUD also provides IDRS unit and IORS Primary Recipient data to IDRS Online Reports Services (IORS). The IORS Primary Recipient is the person who is the primary recipient of on-line IDRS Security reports. This person, who is either a manager or Unit Security Representative (USR), is responsible for reviewing and certifying IDRS security reports. The IUUD is used to specify the primary recipient who is responsible for each IDRS unit.

Disposition Temporary Destroy/Delete when superseded, obsolete or no longer needed, whichever is later

d. System Documentation:

Includes date system specifications, codebooks, record layout, and user guide

Disposition Temporary Destroy/Delete when superseded or 3 years after the system is terminated, whichever is later

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