

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-058-09-034

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

These records are presumed destroyed.

Date Reported:

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 <b>N1-058-09- 34</b>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>6/3/09</b>	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Wage and Investment (W&I), Strategy, Planning & Policy Division, Strategy and Innovation Branch		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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		5 TELEPHONE	DATE
Daniel W Bennett IRS Records Officer Paul L Casarez		202-435-6337  202-662-9665	9-2-09
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>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,  [redacted] is not required, [redacted] is attached, or [redacted] has been requested		ARCHIVIST OF THE UNITED STATES  <i>Adrienne Thomas</i>	
DATE <b>6/3/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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><b>IRM 1.15.29 Records Control Schedule for Tax Administration – Wage and Investment Records</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Adds new Item 422 for Generate Electronic Filing (ELF) Letters (ELFL) System (Retired)</b></li> </ul> <p><b>Item 422 Generate Electronic Filing (ELF) Letters (ELFL) System (Retired)</b></p> <p><b>Sub-Items</b></p> <ul style="list-style-type: none"> <li>• <b>a. Inputs b. Outputs c. Data d. Systems Documentation</b></li> </ul> <p><b>IRM 1.15.35 Records Control Schedule for Tax Administration - Systems (Electronic)</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Adds new pointer to Item 422 in RCS 1.15.29 for Generate Electronic Filing (ELF) Letters (ELFL) System (Retired)</b></li> </ul> <p><b>The records are owned by Wage and Investment (W&amp;I), Strategy, Planning &amp; Policy Division, Strategy and Innovation Branch.</b></p> <p><b>See attached</b></p>		

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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**N1-058-09-**

**Background:**

*Generate ELF Letters (ELFL) was retired on February 24, 2009. ELFL was an IRS software application supporting the E-File System. The E-File system requires Tax Payers and Electronic Return Originators (ERO) submit specific forms as part of their electronic tax return. These forms include, but are not limited to, Forms 8453, 8453-OL, 2936, and 2939. Annually, for a period of approximately 3 months, the E-File system verifies the completeness of electronic tax returns and flags Taxpayer's and EROs that have not included the proper forms with the annual tax submission. Prior to the retirement of ELFL, E-File generated a data file of flagged submissions and provided this data to the ELFL software application. ELFL identified the specific missing form, merged the form, attached a guidance Letter, and appended the Taxpayer/ERO name within the Form/Letter and finally, generated a new file. This completed file was printed and mailed to the Taxpayer/ERO by W&I personnel.*

*ELFL was designated as a Non-Standard Application (NSA) that was developed and maintained solely in IRS Offices, Ogden, Utah. Many of the Forms and Letters used by the application became obsolete by late 2008, requiring the retirement of the system. MITS National Headquarters retired the ELFL application from operational service on 24 February 2009.*

*Note, during the initial Life Cycle of ELFL, the application software was designed to produce Labels containing Taxpayer/ERO name and address information. Shortly after its development, the ELFL application was significantly modified to incorporate the data merger and inclusion of Letters and Forms. This SF 115 reflects the full operational capability of the ELFL software.*

*This DCI was prepared based on communications with MITS Subject Matter Experts and is intended to schedule the remaining ELFL documentation and data.*

**Generate Electronic Filing (ELF) Letters (ELFL) System (Retired)**

**Description:**

*Generate ELF Letters (ELFL) was an IRS software application supporting the E-File System. The ELFL system was incorporated to identify specific missing forms in the electronically filed tax return. ELFL merged the form, produced a Guidance Letter, and appended the Taxpayer or Electronic Return Originator (ERO) name within the Form/Letter. ELFL generated a new file for each instance. This completed file was then printed and mailed to the Taxpayer/ERO by W&I personnel.*

*ELFL was designated as a Non-Standard Application (NSA) that was developed and maintained solely in IRS Offices, Ogden, Utah. Many of the Forms and Letters used by the application became obsolete by late 2008. MITS National Headquarters retired the ELFL application from operational service on 24 February 2009. The following records disposition and retention*

NEW

IRM 1 15 29,  
Item 422

**REQUEST FOR RECORD. DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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instructions should be used to delete/destroy all remaining ELFL related records

**A. Inputs:**

Input into the Generate ELF Letters System is a delimited ASCII Text File generated by the E-File System. Input data contains the Taxpayer/Electronic Return Originator Full Name, Street Address, City, State, and Zip Code. Another field(s) within the input file contains a code of the appropriate letter or form that the Tax Payer/ERO failed to submit to the IRS during their electronic submission.

*Disposition: TEMPORARY Delete/destroy remaining ASCII Text Files when 3 years old or when no longer needed for operational purposes, whichever is later*

**B. System Data:**

Generate ELF Letter System processes data provided to it by the E-File System. E-File generates delimited ASCII Text Files and places these files in a Common Directory. ELFL retrieves the ASCII Text File, processes the data from the file, and develops a separate file for each Taxpayer or Electronic Return Originator.

*Disposition: TEMPORARY Delete/destroy immediately after transfer of data file to a spreadsheet or other database*

**C. Outputs:**

The text files stored in the Generate ELF Letter System data repository are used to populate a variety of spreadsheet and database types. Spreadsheets and databases produced as outputs are linked to the application and can provide automatic updates as new information becomes available.

*Disposition: TEMPORARY Data was cut-off on retirement date of February 24, 2009. Delete/Destroy all remaining data 5 years after system retirement (on, or after, February 25, 2014)*

**D. System Documentation:**

System Documentation for the Generate ELF Letter System is stored in the DocIT Library (TRDB 8453 Folder). This documentation includes, but is not limited to, Program, Technical, Operations & Maintenance and End-User Documentation.

*Disposition: TEMPORARY System Documentation was cut-off on retirement date of February 24, 2009. Delete/destroy 5 years after system retirement (on, or after, February 25, 2014)*