

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- 35</b>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>6/3/09</b>	
2 MAJOR SUBDIVISION Internal Revenue Service		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Wage and Investment (W&I), Customer Account Services, Quality Section			
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett IRS Records Officer Barbara J Farrow	5 TELEPHONE 202-435-6337  859-669-5584	DATE <b>9-2-09</b>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>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,  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> <span>is not required</span> <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> <span>is attached, or</span> <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> <span>has been requested</span> </div>			
DATE <b>6/3/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W Bennett <b>IRS Records Officer</b>		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>IRM 1.15.38 Records Control Schedule for Civilian Personnel Records (IRS)</b> <b>GRS 1 "I" exception</b>  <b>Future Updates:</b> <ul style="list-style-type: none"> <li>• Adds new sub-item (6) * "I" to modify retention of Item 23. <i>Employee Performance File Records for IRS related Total Evaluation Performance System (TEPS)</i></li> </ul> <b>Item 23(6) "I" Total Evaluation Performance System (TEPS) Sub-Items</b> <ul style="list-style-type: none"> <li>• a. Inputs b. Outputs c. Data d. Systems Documentation</li> </ul> <b>IRM 1.15.35 Records Control Schedule for Tax Administration - Systems (Electronic)</b>  <b>Future Updates:</b> <ul style="list-style-type: none"> <li>• Adds new pointer to Item 23(6) in RCS 1.15.38 for Total Evaluation Performance System (TEPS)</li> </ul> <b>The records are owned by Wage and Investment (W&amp;I), Customer Account Services (CAS), Quality Section.</b>  <b>See attached</b>		

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**DO NOT WRITE IN THESE SPACES (NARA use only)**

JOB NUMBER

**N1-058-09-**

**Background:**

The Total Evaluation Performance System (TEPS) performs two critical missions in support of the Internal Revenue Service (IRS). First, it establishes and maintains employee performance data for employee at General Schedule grades GS-08 and below. The Civil Service Reform Act of 1978 and the National Agreement the IRS maintains with the National Treasury Employees Union (NTEU) require all IRS Service Center bargaining unit employees (GS-08 and below) be evaluated under a fixed standard concept. TEPS was designed to accomplish these objectives. Secondly, TEPS is also the system used for Release and Recall of Service Center temporary employees. These employees are released and/or recalled based upon their overall performance, as captured and maintained by the TEPS system.

Specifically, TEPS was established to track the performance of bargaining unit employees who have been identified as performing "measured" work. These measured employees are in GS-8 level and below positions that are located and working in the Submission Processing function at W&I Campuses. Employees identified as performing measured work have numerical performance standards for quality and efficiency and receive their Business Results-Quality and Business Results-Efficiency CJE scores based on the TEPS computed Quality and Efficiency ratings.

TEPS is also the system used for Releasing and Recalling Service Center employees who are employed on a temporary or seasonal basis. These employees are released and/or recalled based upon their overall performance that is captured and maintained by the TEPS system. TEPS uses TIMIS data received from the National Finance Center (NFC) which is administered by the Department of Agriculture.

**TEPS Appraisal Periods**

Measured employees are evaluated on a schedule based on the last digit of their SSN. However, the appraisal period schedule contained in the National Agreement, Exhibit 12-2 was superseded by a Letter of Understanding with NTEU dated August 1, 2006, which provides for appraisal due dates based on new quarterly timeframes. These timeframes are found in Appraisal Periods for Employees on TEPS.

The TEPS requirements are covered in the NTEU National Agreement 2006, Article 12.

TEPS is also the system used for the release and recall of measured employees as covered in the NTEU National Agreement 2006, Article 14. A new agreement with NTEU was signed in the spring of 2009.

IRM 3 43 401, Total Evaluation Performance System (TEPS) for Managers of Measured Employees, contains instructions, procedures and additional information required for establishing, maintaining and processing employee performance data for TEPS.

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		JOB NUMBER	N1-058-09-
IRM 1 15 38, Item 23(6)	<p><b>Total Evaluation Performance System</b></p> <p><b>Description:</b></p> <p>The Total Evaluation Performance System (TEPS) is a system used to maintain, track, and report employee performance data. By law, employees under General Schedule (GS) grades 08 and below are to be evaluated using a fixed, standard concept. TEPS was designed and is administered to accomplish these objectives. TEPS is also the system used for Releasing and Recalling Service Center temporary employees. These employees are released and/or recalled to duty based upon their overall performance as well as their seniority using their enter on duty date, which is captured and maintained within TEPS. TEPS uses Treasury Integrated Management Information System (TIMIS) data received from the National Finance Center (NFC) which is administered by the Department of Agriculture.</p>	NEW	
(6)(a)	<p><b>A. Inputs:</b></p> <p>The Total Evaluation Performance System (TEPS) includes data extracted from numerous systems and data files, including, but not limited to the following: IMS01, IMS0140, IMS0210, IMS0240, IMS 0510, IMS0540, TIMS PPYYYY, IMPIS, and HRRC.</p> <p><i>Disposition TEMPORARY. Cut off at the end of the employee evaluation period. Destroy 3 years after cutoff.</i></p>		
(6)(b)	<p><b>B. System Data:</b></p> <p>The Total Evaluation Performance System (TEPS) consists of Employee Master File (EMF) and employee performance data. It contains data from the current quarter and data from the previous eight quarters.</p> <p><i>Disposition TEMPORARY. Cut off at the end of the employee evaluation period. Destroy 5 years after cutoff.</i></p>		
(6)(c)	<p><b>C. Outputs:</b></p> <p>The Total Evaluation Performance System (TEPS) provides weekly, monthly, and quarterly reports, all of which are performed through a secure File Transfer Protocol (FTP) used to transfer data to Control D.</p> <p><i>Disposition TEMPORARY. Delete/destroy when superseded or obsolete, but no later than 5 years after the system is terminated.</i></p>		
(6)(d)	<p><b>D. System Documentation:</b></p> <p>System Documentation for the Total Evaluation Performance System (TEPS) includes, but is not limited to, Codebooks, records layout, user guide, and other related materials.</p> <p><i>Disposition TEMPORARY. Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner.</i></p>		