

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER <b>N1-058-09-37</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED	
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	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 Modernization Information Technology Services (MITS), Applications Development, TIF Section			
4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett, IRS Records Officer Cedric A. Flounory Gary S. Kenyon			
5. TELEPHONE 202-435-6337 313-234-2001 313-234-2254		DATE <b>11-9-09</b>	ARCHIVIST OF THE UNITED STATES <i>Shirley C. 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>3</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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>6/3/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W. Bennett		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 GRS OR SUPERSEDED JOB CITATION	10.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><b>RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Adds new Item 57 for the <i>Incremental Scheduled Updates to Taxpayer Information File (Daily DLY and Weekly WTU)</i></b></li> </ul> <p><b>Item 57 Incremental Scheduled Updates to Taxpayer Information File (Daily DLY and Weekly WTU)</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>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</b></p> <p><b>a.) Add new pointer to Item 57 in RCS 1.15.19</b></p> <p><b>The records are owned by the Modernization Information Technology Services (MITS), Application Development, TIF Section and processed by the Martinsburg Computing Center (ECC-MTB).</b></p> <p><b>See the attached</b></p>		

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**Background:**

*Daily Taxpayer Information File Update (DLY) analyzes and reformats transactions from the service center pipeline and master files to update the Taxpayer Information File Data Store (TIF DS) Database with the latest transactions and status information.*

*Weekly TIF Update (WTU) receives updates from the master files and updates the Taxpayer Information File (TIF) on IDRS, computes balances, deletes pending transactions that have posted, and produces files that are sent to the Transcript Research System (TRS) to generate transcripts. WTU also performs maintenance duties on the TIF which include deleting old modules and accounts that are no longer needed and resets indicators that are used by other systems. This system is part of Integrated Data Retrieval System (IDRS) processing.*

*The Taxpayer Information File (TIF) is the major hierarchically organized database used within Integrated Data Retrieval System (IDRS). It comprises the Business Taxpayer Information File Data Store (BTIF DS) for Business Master File (BMF) accounts, Individual Taxpayer Information File Data Store (ITIF DS) for Individual Master File (IMF) accounts and Miscellaneous Taxpayer Information File Data Store (ZTIF DS) for Employee Plans Master File Processing (EPMF) and Automated Non-Master File (ANMF) accounts. The Weekly TIF Update (WTU) and Daily TIF Update (DLY) application systems maintain the data on the TIF. The TIF also contains the Audit Information Management System Data Store (AIMS DS) sub-schema. This Data Store is part of Integrated Data Retrieval System (IDRS) processing.*

*The TIF consists of multiple areas of information. The TIF provides tax account information for certain taxpayers (generally involving only active accounts) on the database. Balance due notices are issued from the TIF. In addition, TIF can be used to conduct research account information which includes pending transactions, rejects, unpostables and case controls. TIF was also modified whereby it was centralized so that only one single copy of the taxpayer's account information resides at one location.*

*Daily TIF (DLY) and Weekly TIF (WTU) are managed and maintained by MITS, Applications Development, TIF Section on servers operated from the Enterprise Computing Center – Martinsburg, West Virginia.*

**Incremental Scheduled Updates to Taxpayer Information File (Daily TIF – DLY and Weekly TIF – WTU)**

**NEW**

**Description:**

The Taxpayer Information File (TIF) is the major database (hierarchical) for use within Integrated Data Retrieval System (IDRS). It comprises the Business Taxpayer Information File Data Store (BTIF DS) for Business Master File (BMF) accounts, Individual Taxpayer Information File Data Store (ITIF DS) for Individual Master File (IMF) accounts and Miscellaneous Taxpayer Information File Data Store (ZTIF DS) for Employee Plans Master File Processing (EPMF) and Automated Non-

IRM  
1.15.19,  
Item 57

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Master File (ANMF) accounts. The TIF also contains the Audit Information Management System Data Store (AIMS DS) sub-schema. The Weekly TIF Update (WTU) and Daily TIF Update (DLY) application systems maintain the data on the TIF. The TIF Data Stores are accessed through Integrated Data Retrieval System (IDRS) processing.

**A. Inputs:**

The inputs to the Daily TIF (DLY) and Weekly TIF (WTU) are received electronically from multiple systems including, but not limited to: Automated Underreporter (AUR); Business Master File Outputs (BMF OUTPUTS); Employer Identification Number (EIN Research and Assignment System (EFPPS); Employee Plans Master File Outputs (EPMF OUTPUTS); End of Day Processing (EOD); Error Resolution System (ERS); Federal Tax Deposit Mainline (FTD); Generalized Mainline Framework (GMF); Generalized Unpostable Framework (GUF); Individual Master File Outputs (IMF OUTPUTS), and; Remittance Processing System Pre-Mainline (RPS-PM)

*Disposition: TEMPORARY. Delete/destroy any cached input files, data, and reports immediately following validation in the Daily TIF Update (DLY) and Weekly TIF Update (WTU).*

*\*Note - The data warehouses and repositories of source systems house the official records for all inputs to the Taxpayer Information File (TIF). These are appropriately scheduled under approvals cited in the various Records Control Schedules of the Internal Revenue Service.*

**B. System Data:**

Daily TIF Update (DLY) and Weekly TIF Update (WTU) analyze and reformat transactions from the service center pipeline and master files to update the Taxpayer Information File Data Store (TIF DS) with the latest transactions and status information, both incrementally on a scheduled daily and weekly basis.

*Disposition: TEMPORARY. Cut off at end of the Processing Year. Delete/destroy 10 years after cutoff.*

**C. Outputs:**

The Daily TIF Update (DLY) and Weekly TIF Update (WTU) transmit updated information to multiple systems, including, but not limited to: Audit Information Management System (AIMS); Case Control Activity System (CCA); Daily Transaction Register (DTR); End of Day Processing (EOD); Integrated Collection System (ICS), and; Taxpayer Information File Data Store (TIF DS).

*Disposition: Disposition: TEMPORARY. Delete/destroy any cached input files, data, and reports immediately following validation of inputs to target systems.*

*\*Note - The data warehouses and repositories of target systems house the official records for all outputs from the Daily TIF Update (DLY) and Weekly TIF Update (WTU). These are appropriately scheduled under approvals cited in the various Records Control Schedules of the Internal Revenue Service.*

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**D. System Documentation**

System Documentation for the Daily TIF Update (DLY) and Weekly TIF Update (WTU) consists of codebooks, records layout, user guide, and other related materials.

*Disposition: TEMPORARY. Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner.*

*Exception to  
GRS 20,  
Item 11a1*

hat115-109

**NSN 7450-00-634-4064**  
**PREVIOUS EDITION NOT USABLE**

**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA  
36 CFR 1228