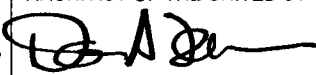
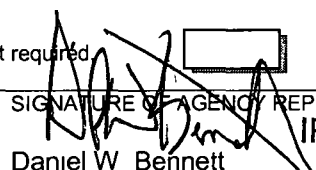


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-09-38	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 6/5/09	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Modernization Information Technology Services (MITS), Applications Development, Internal Management			
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Michael F Pitts		5 TELEPHONE 202-435-6337 202-283-5021	DATE 6/5/09
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, <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		ARCHIVIST OF THE UNITED STATES 	
DATE 6/3/2009	SIGNATURE OF AGENCY REPRESENTATIVE  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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new Item 56 for the <i>Management Information System (MIS)</i> <p>Item 56 Management Information System (MIS) - Sub-Items</p> <ul style="list-style-type: none"> • a. Inputs b. Outputs c. Data d. Systems Documentation <p>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</p> <p>a.) Add new pointer to Item 56 in RCS 1.15.19</p> <p>The records are owned by the Modernization Information Technology Services (MITS), Application Development, Internal Management Section and processed by the Martinsburg Computing Center (ECC-MTB).</p> <p><i>See the attached</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUM

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N1-058-09-

Background:

The lack of enterprise Management Information System (MIS) data has been problematic for the Internal Revenue Service, making effective management, performance analysis, and accomplishment reporting very difficult for all business units. To address this deficiency the Management Information System – Data Warehouse (MIS-DW) was developed as a single source for MIS data for all IRS business unit operations Servicewide. This system consolidates and stores MIS authoritative source data from various IRS systems which include mainframes and other subsystems. MIS-DW now represents an authoritative source for MIS data nationwide and provides data upon demand for mission critical management information type applications.

MIS-DW serves as a common shared service by collecting and storing point-in-time data from management information systems across the enterprise, allowing analysts, managers and executives to perform data analysis, trend identification, performance monitoring, planning and forecasting by providing the following capabilities: Data Collection, Data Transformation, Data Presentation and Reporting. Presently, MIS-DW uses enterprise solutions to capitalize on enterprise investments, such as SQL Server 2005 to house the data warehouse, Informatica and Business Objects XI for the business intelligence presentation. Data is available to designated users on-line via the business intelligence front-end ensuring security, access control and access auditing, or available to accredited internal systems via data feed over EFTU.

The MIS Data Warehouse accumulates and stores the data into two databases: The MIS-DW database (non-sensitive data) and the MIS-DW-L3 database (sensitive data).

MIS-DW is managed and maintained by MITS, Austin, TX on servers operated from the Enterprise Computing Center – Martinsburg, West Virginia.

Management Information System (MIS)

Description:

The Management Information System (MIS - and Management Information System Data Warehouse (MISDW) - consolidate Servicewide data collection into one authoritative source for information. The primary purpose of this system is to store MIS type data from various IRS systems such as mainframe output runs or other IRS subsystems such as Automated Underreporter (AUR), Collection Activity reporting (CAR), etc. MIS operates to solve the problems associated with enterprise data management allowing staff to report on management initiatives/programs, performance analysis and accomplishments. The MIS Data Warehouse Project was designed to be an authoritative source for MIS data nationwide. The MIS Data Warehouse provides a single source site to capture, archive and provide data for critical management information type applications.

IRM
1 15 19,
Item 56

NEW

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NUM. <

N1-058-09-

A. Inputs:

The inputs to the Management Information System (MIS) consist of existing reports or data files generated from a wide range of systems

Disposition TEMPORARY Delete/destroy any cached input files, data, and reports immediately following validation in the Management Information System (MIS)

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

B. System Data:

The Management Information System (MIS) serves as a common shared service by collecting and storing point-in-time data from management information systems across the enterprise, allowing analysts, managers and executives to perform data analysis, trend identification, performance monitoring, planning and forecasting by providing the following capabilities Data, reports, and spreadsheets are repositied in the data warehouse on a wide variety functions including, but not limited to collections, underreporting, manpower, resources, projections, etc

Disposition TEMPORARY Cut off annually Delete/destroy when 10 years old, or when no longer needed, whichever is sooner

C. Outputs:

The Management Information System (MIS) maintains over 100 different report types for use by Internal Revenue Service staff The system also supports custom reporting

Disposition TEMPORARY Delete/destroy when 3 years old, or when obsolete or no longer needed, whichever is sooner

D. System Documentation

System Documentation for the Management Information System (MIS) 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

exls 20

exception to
exls 20