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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-58-09-42 | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received 6/17/09 | |
| 1 FROM (Agency or establishment) Department of the Treasury | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 2 MAJOR SUBDIVISION Internal Revenue Service | | | |
| 3 MINOR SUBDIVISION Wage and Investment (W&I): Electronic Products Support Services (EPSS) and Electronic Tax Administration (ETA) | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (Records Mngt), Carolyn E Walker (EPSS), Amy Dance-Lewis (ETA) | 5 TELEPHONE NUMBER (202) 435-6308 (770) 234-4318, (202) 283-5488 | DATE 9-2-09 | ARCHIVIST OF THE UNITED STATES <i>Adrienne Choness</i> |
| 6 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> page(s) are not needed now for the business for 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested | | | |
| DATE 6/17/2009 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W Bennett | | TITLE IRS Records Officer National Office, OS A.RE L Washington, DC 20224 |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Records Control Schedule 29 for Submissions Processing Campus Records New Item 127: Fingerprint Cards and Professional Credentials of <i>e-file</i> Providers See attached. | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |

Background:

To participate in IRS e-file, an applicant submits an e-file application, which is reviewed by IRS to determine if the applicant meets the requirements. Filing a tax return through IRS e-file can be accomplished by using a personal computer (online filing), or using an Authorized IRS e-file Provider. Tax professionals who are accepted into the electronic filing program are called "Authorized IRS e-file Providers." They are the individuals who transmit tax return information to the IRS on behalf of the taxpayers.

E-file participants may select one option, or a combination of the following Provider Options: electronic return originator, intermediate service provider, transmitter, software developer, reporting agent, online provider, or financial agent/IRS agent.

If a Provider Option is added, applicants/participants must also submit to IRS suitability documentation for all named Principals or Responsible Officials as evidence of their professional status and eligibility. Applicants must include fingerprint cards for all Principals or Responsible Officials listed on the e-file application unless they are exempt from submitting them. If they are exempt, evidence of professional status must be provided and validated.

Using Automated Electronic Fingerprinting (AEF), the IRS/Andover Submissions Processing Center (ASPC) scans all fingerprint cards and electronically submits them to the FBI. The IRS proposes to dispose of the scanned paper fingerprint cards, as proposed in this SF 115. Item A2 in this Schedule provides for hard copy maintenance of cards that are not scanned. This includes pre-AEF legacy fingerprint cards, as well as cards where there are issues with scanning. In these cases Andover staff mail the cards to FBI for manual processing.

Applications to participate in the e-file program are scheduled under IRS Records Control Schedule 29, Item 55(3), Destroy 3 years after participant is removed from the program. IRS is requesting a similar disposition for recordkeeping copies of the fingerprint cards.

IRM 1.15.29, New Item 127

Fingerprint Cards and Professional Credentials of e-file Providers

A.) Fingerprint Cards

1. If cards are scanned,

(a) Paper copies

Destroy 3 years after receipt, and after verification that a complete and accurate image file and database record of the originals have been created and filed in AEF or like approved system.

(b) Scanned Automated Electronic Fingerprinting (AEF) copy

Delete 3 years after the *e-file* provider has been dropped.

2. If cards are not scanned,

Destroy 3 years after the *e-file* provider has been dropped.

B.) Other professional credentials. Evidence of qualifications, active enrollment, good standing, or other proof of professional status submitted in lieu of a fingerprint card.

Destroy 3 years after the *e-file* provider has been dropped.