
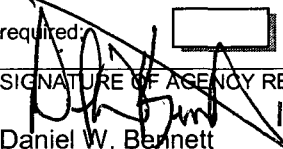


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-09-49	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 7/7/09	
2. MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Wage and Investment, Customer Account Services, Specialty Programs 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	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 Daniel W. Bennett, IRS Records Officer Cassandra L. Blackwell Ronald P. Rivelli	5. TELEPHONE 202-435-6337 816-325-3852 215-516-7643	DATE 7/1/09	ARCHIVIST OF THE UNITED STATES 
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 7/1/2009	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W. Bennett IRS Records Officer		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 GRS OR SUPERSEDED JOB CITATION	10.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 60 for the Microfilm Replacement System (MRS) <p>Item 60 Microfilm Replacement System (MRS) 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 60 in RCS 1.15.19</p> <p>The records are owned by the Wage and Investment, Customer Account Services, Specialty Programs Branch and processed by the Martinsburg Computing Center (ECC-MTB).</p> <p><i>See the attached</i></p>		

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Background:

The Microfilm Replacement System (MRS) is used by IRS personnel to request Tax Payer account information for research and to respond to taxpayer related inquiries. MRS performs the extraction and reformatting of Master File account information for transmission to the campuses and subsequent edit into display and hardcopy transcripts. The MRS System also provides extracted Master File information for Individual Master File Notices (IMF Notices) and Business Master File Notices (BMF Notices) notices from the Notice Review Processing System (NRPS). Additionally, W2 and W3 requests are reformatted and sorted, then passed on to the Andover campus. MRS is an automated research system which eliminates most microfilm research done in Campuses and Area Offices. MRS is accessed through the use of CC MFTRA, via IDRS terminal. The most common requests are:

- a. Entity which shows the entity data only.
- b. Tax Module depicts the MFT and/or Tax Period Information.
- c. Complete which shows the entire account information.
- d. Money Amount which depicts all modules with payments for the specific money amount either via credit or debit.
- e. MFTRA Command Code which is to request a (NUMIDENT) transcript or display specific taxpayer data from SSA records.

Individuals can request a screen display or hard copy transcript for their research. MRS requests are run from the Martinsburg Computing Center on a daily basis. MRS is an automated research system which is used to provide direct retrieval of Master File data via IDRS real-time when taxpayer information is not available through IDRS; i.e. TXMOD, SUMRY, ENMOD.

All microfilm was not converted to Microfilm Replacement System. The unconverted microfilm will continue to be researched in the microfilm units.

MRS automation replaced most if not all of the microfilm research conducted in the Campus and Area Offices. However, three types of microfilm continue to be researched in the microfilm units:

- a. Current Microfilm — These microfilms contain data, which cannot be found by using MRS. They are updated periodically and include the Partnership Name Directory, EPMF National Alpha Register, 1042S Index Register, CAWR Module Register, and the Federal Tax Deposit Registers.
- b. Microfilm Retention Register — These microfilms contain modules, which are no longer carried on the Individual Master File (IMF) and the Business Master File (BMF). The Retention Registers require index information to be accessed. This information is found on the Computer Assisted Retrieval (CAR) system for accounts which dropped to retention during the first cycle of 199501 and prior. (The CAR is not developed for cycles 199601 and beyond because of the development of the on-line retention register.) The first IMF Retention Register was produced in January 1969. The first BMF Retention Register was produced one year later. See IRM 21.2 for further information on Microfilm Retention Register.

- c. Archival Microfilm — These microfilms contain information that predate MRS.

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IRM
1.15.19,
Item 60

Microfilm Replacement System (MRS)

NEW

Description:

The Microfilm Replacement System (MRS) is an automated research system which eliminates most microfilm research done in Campuses and Area Offices. The MRS is used by IRS personnel to request taxpayer account information for research and to respond to taxpayer related inquiries. MRS performs the extraction and reformatting of Master File account information for transmission to the campuses and subsequent edit into display and hardcopy transcripts. The MRS System also provides extracted Master File information for Individual Master File Notices (IMF Notices) and Business Master File Notices (BMF Notices) notices from the Notice Review Processing System (NRPS).

A. Inputs:

Inputs to the Microfilm Replacement System are primary extracted from various IRS systems including, but not limited to, the following: Business Master File Accounts Data Store (BMF DS), Business Master File Discriminate Index Function Inventory (BMF DIF INV), Business Master File Outputs (BMF OUTPUTS), Business Master File Posting and Analysis (BMF ANALYSIS), Business Master File Pre-Posting (BMF PRE-POSTING), Individual Master File Outputs (IMF OUTPUTS), Individual Master File Posting & Analysis (IMF ANALYSIS), Individual Master File Pre-Posting (IMF PRE-POSTING, IMF INPUTS), Notice Review Processing System - Business Master File (NRPS BMF), Notice Review Processing System - Individual Master File (NRPS IMF), Participants Acceptance Testing System (PATS), Social Security Administration (SSA) (External Trading Partner), and Transcript Research System (TRS). The Input Method for the System is via Magnetic Tape. The MRS also allows for a manual input method: Employee manual inputs include the Taxpayer Identification Number (TIN), Name, Address, Master File Tax and Tax Year into IDRS, which passes the information to MRS. MRS passes these elements to Social Security Administration sharing files and the Master Files (IMF and BMF) to request information to be displayed or sent to a local printer for hardcopy.

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Disposition: TEMPORARY. Delete/destroy any cached input files and data when obsolete, or no longer needed..

**Note - The Official Records are stored and maintained in the source systems whose records are appropriately scheduled under authorities outlined in Records Control Schedules 18, 19, 29, and 35.*

B. System Data:

Contents of the Microfilm Replacement System (MRS) include, but are not limited to the following: Tax Payer Identification Number (TIN), Tax Payer Name, Tax Payer Address, Tax Payer Master File Tax (MFT) Code, Tax Year, and Potentially Dangerous Tax Payer (PDT) Indicator. The MRS System is predominantly a pass-thru system and is not the source for the data.

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Disposition: TEMPORARY. Delete/destroy any cached data files when obsolete, or no longer needed.

C. Outputs:

Outputs from the Microfilm Replacement System (MRS) are on magnetic media. The information is provided on cartridge(s) by the IRS. MRS passes input data to Social Security Administration (SSA) Files and Master Files (IMF and BMF) to request the information be displayed or sent to a local printer for hardcopy.

Disposition: TEMPORARY. Delete/destroy any cached files, data and/or reports when no longer needed.

D. System Documentation

System Documentation for the Microfilm Replacement System (MRS) 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.

GRS 20

exception
to GRS 20,
item 11

hat115-109

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

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