**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

**LEAVE BLANK (NARA use only)**

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>LEAVE BLANK (NARA use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1-058-09-50</td>
<td></td>
</tr>
</tbody>
</table>

**TO**

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

**DATE RECEIVED**

7/10/09

**FROM (Agency or establishment)**

Department of the Treasury

**MAJOR SUBDIVISION**

Internal Revenue Service

**MINOR SUBDIVISION**

Deputy Commissioner for Services and Enforcement (DCSE)

**NAME OF PERSON WITH WHOM TO CONFER**

Daniel W Bennett, IRS Records Officer

Jynell P Spriggs

Merlene Burnham

**DATE**

7/10/09

**TELEPHONE**

202-435-6337

202-927-4184

202-622-4003

**ACTION TAKEN**

The records are owned by the Deputy Commissioner for Services and Enforcement (DCSE) and processed by the Memphis Computing Center (ECC-MEM)

See the attached
Background.

The IRS Commissioner has a requirement to currently manage, coordinate, and track significant actions and high level inquiries and documents across the IRS Business Units. A COTS product, i-Trak, was procured to fulfill the requirement. The i-Trak system was upgraded to the e-Trak Web-based COTS product in September 2009. With the initial introduction into operational service, the e-Trak Software will include four application modules: Whistleblower, LATIS, GARNISH, and Correspondence. These modules are consolidations that replace existing independent IRS legacy software. The Public Law module within the LATIS application is used to track actions needed to be taken to implement the provisions of tax legislation that impact the IRS. It is used to capture the Public Law, Public Law Number, Law Title, as well as provisions, actions, and status related to specific legislation.

Legislative Analysis, Tracking and Implementation Services (LATIS) Application, Public Law Module

Description:

The Public Law Module is contained within the Legislative Analysis, Tracking and Implementation Services (LATIS) Application and is used to track actions needed to be taken to implement the provisions of tax legislation impacting the IRS. It is used to capture the Public Law, Public Law Number, Law Title as well as the provisions applicable to the IRS and the specific actions needed to implement the legislation.

A. Inputs:

The LATIS Application receives inputs manually from various sources. The Public Law and provisions are based on legislation. Actions are generated by the various operating divisions within IRS. The primary sources of actions are tax form changes, programming changes, and chief counsel guidance.

Disposition: TEMPORARY Not Applicable. The Official Records of all inputs are appropriately scheduled under various items. See Records Control Schedules 8 and 33.

B. System Data:

Contents of the Public Law Module include, but are not limited, to the following: Public Law, Public Law Number, Law Title as well as the provisions applicable to the IRS and the specific actions needed to implement the legislation.

Disposition: PERMANENT. Cut off files at end of Legislative Session. Transfer to the National Archives 10 years after cutoff.

C. Outputs:

Outputs from the Public Law Module include a variety of reports. Documentation generated from eTrak supported Applications including the Legislative Analysis, Tracking Implementation Services (LATIS) Applications consist of reports on the current status of service-wide actions/activities to implement the provisions and actions.
<table>
<thead>
<tr>
<th><strong>Disposal</strong></th>
<th><strong>System Documentation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>TEMPORARY</td>
<td>Delete/Destroy when obsolete or no longer needed</td>
</tr>
<tr>
<td></td>
<td>System Documentation for the Public Law Module consists of e-Trak codebooks, records layout, user guide, and other related materials</td>
</tr>
<tr>
<td>PERMANENT</td>
<td>Cut off files at end of Legislative Session. Transfer to the National Archives 10 years after cutoff</td>
</tr>
</tbody>
</table>

*Disposition*  

PREVIOUS EDITION NOT USABLE

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