
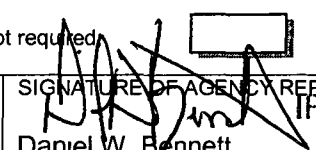


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER <b>N1-058-09-50</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <b>7/10/09</b>	
1 FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Deputy Commissioner for Services and Enforcement (DCSE)			
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Jynell P Spriggs Merlene Burnham		5 TELEPHONE 202-435-6337 202-927-4184 202-622-4003	DATE <b>7/10/09</b>
5 AGENCY CERTIFICATION		ARCHIVIST OF THE UNITED STATES 	
<p>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,</p> <p><input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE <b>7/10/2009</b>	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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><b>RCS 1.15.33 for Records Control Schedule for Legislative Affairs</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• Adds new Item 10 for the <i>Legislative Analysis, Tracking and Implementation Services (LATIS) Legislative Implementation Tracking (UTS) Application</i></li> <li>• Item 10 Legislative Analysis, Tracking and Implementation Services (LATIS) Legislative Implementation Tracking (UTS) Application</li> </ul> <p><b>Sub-Items</b></p> <ul style="list-style-type: none"> <li>• a Inputs b. Outputs c Data d. Systems Documentation</li> </ul> <p><b>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</b></p> <p>a.) Add new pointer to Item 10 in RCS 1.15.33</p> <p>The records are owned by the Deputy Commissioner for Services and Enforcement (DCSE) and processed by the Memphis Computing Center (ECC-MEM)</p> <p><i>See the attached</i></p>		

IRM  
1 15 33,  
Item 10

**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 in 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.

*filing instructions*

*Altered to 10 years per discussion w/ records office 1/9/2012  
CMC 1/9/2012*

Disposition *TEMPORARY* Delete/Destroy when obsolete or no longer needed

**D. System Documentation**

System Documentation for the Public Law Module consists of e-Trak codebooks, records layout, user guide, and other related materials

Disposition *PERMANENT* Cut off files at end of Legislative Session Transfer to the National Archives ~~20~~ years after cutoff

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GRS 20.11a2

Amended to 10 years  
per discussion w/  
records office 1/9/2012  
10 emc 1/12/2012