<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM OF PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td><strong>RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC-MTB)</strong></td>
</tr>
</tbody>
</table>

**Future Updates:**

- Adds new Item 61 for the **Transcript Delivery System (TDS)**

**Item 61 Transcript Delivery System (TDS)**

Sub-items

- a. Inputs
- b. Outputs
- c. Data
- d. Systems Documentation

**RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)**

a.) Add new pointer to Item 61 in RCS 1.15.19

The records are owned by the Wage and Investment, Customer Acct Services (CAS), Accounts Management, Policies-Procedures & Guidance, Individual Adjustments Branch and processed by the Martinsburg Computing Center (ECC-MTB).

*See the attached*
Background:

Transcript Delivery System (TDS) provides self-service for return and account information requests by external customers through the e-services portal. TDS automates the validation, processing and delivery of taxpayer information to the authorized Third Party user. TDS transactions include self-service electronic communication, where the user can request and receive a transcript product interactively through the e-services portal. TDS also supports walk-in and phone requests, through IRS Employee users. The user will have the ability to specify an information delivery method - systematic responses (immediate - show on screen, or local print, which is available only to Internal IRS Users), automatic fax, e-services secure object repository or postal mail, and the system will route the response accordingly. This application system is part of E-Services (E-Services).

Transcript Delivery System (TDS)

Description:

The Transcript Delivery System (TDS) allows external users that have a properly executed Power of Attorney, Form 2828, Power of Attorney and Declaration of Representation, to retrieve transcripts via the internet. It is also used by IRS employees to satisfy taxpayer requests for transcripts of accounts. The TDS application is accessed via the internet to registered users of E-Services. When the taxpayer representative enters the information, the system verifies that the Social Security Number (SSN) and name of the taxpayer match the IRS record. It also verifies that the taxpayer has granted the representation a Power of Attorney to receive the information for that specific tax year and tax matter. For internal users, the system verifies that the name, SSN and address of the taxpayer match the IRS records. If each required field matches, the system passes the request to the IRS system that contains the data. That system then uses TDS to deliver the data to the customer.

A. Inputs:

Data input to the Transcript Delivery System (TDS) is provided by internal or external customers via a series of web screens of direct online request tax return information in lieu of form 4506T (N1-58-86-1 Item 93) or other written or oral requests.

Disposition TEMPORARY Delete/destroy 30 days after file is closed

B. System Data:

The Transcript Delivery System (TDS) does not store or maintain transcripts, case files, or other similar taxpayer records. The content in the data repository consists of transaction history files detailing what records were delivered, to whom, and when. These files are required for audit and quality purposes.

Disposition TEMPORARY. Cut-off transaction history files at end of Processing Year. Delete/destroy 7 years after cutoff.
## C. Outputs:

Outputs from the Transcript Delivery System (TDS) include requested information supplied by Master File after all validity and authentication checks have been performed and are successful. There are 5 different products that can be requested:

1. **Account Transcript** – Displays all activity that has been posted to a Taxpayer or Company's tax module.
2. **Return Transcript** – A copy of the Taxpayer or entity's return that was filed with the IRS.
3. **Account Transcript** – A combination of items #1 and #2.
4. **Letter of Non-Filing** – This is a letter that indicates that the Taxpayer did not file a return for that specific year. This is also used for Student Loans among other things.
5. **Wage and Income Documents** – These are the Wage and income documents that the IRS has received relating to the Taxpayer. These include Form W-2 and 1099.

**Disposition:** TEMPORARY Delete/destroy when no longer needed for operational purposes.

## D. System Documentation

System Documentation for the Transcript Delivery System (TDS) consists of codebooks, records layout, an on-line tutorial, and other related materials on how to manage and use the system.

**Disposition:** TEMPORARY Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner.