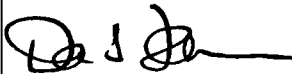
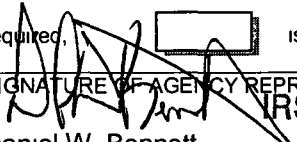


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-058-09-53</b>		
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>7/10/09</b>		
2 MAJOR SUBDIVISION Internal Revenue Service		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		
3 MINOR SUBDIVISION Wage and Investment, Electronic Payment and Federal Tax Deposit Section				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Brian Sitzman Vanessa Jenkins		5 TELEPHONE 202-435-6337 816-291-9729 202-283-5084	DATE <b>14 Jan 10</b>	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 <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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</b></p> <p>Future Updates:</p> <ul style="list-style-type: none"> <li>• Adds new Item 61 for the <i>Transcript Delivery System (TDS)</i></li> </ul> <p>Item 61 Transcript Delivery System (TDS) Sub-Items</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 61 in RCS 1.15.19</p> <p>The records are owned by the Wage and Investment, Customer Acct Services (CAS), Accounts Management, Policies-Procedures &amp; Guidance, Individual Adjustments Branch and processed by the Martinsburg Computing Center (ECC-MTB).</p> <p><i>See the attached</i></p>			

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

AVE BLANK (NARA use only)

JOB NUMBER

**N1-058-09-**

IRM  
1 15 19,  
Item 61

**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)**

NEW

**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*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

AVE BLANK (NARA use only)

JOB NUMBER

**N1-058-09-**

**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*

GRS 20

except to  
GRS 20  
if n 11

hat115-109

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

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