**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

<table>
<thead>
<tr>
<th>TO</th>
<th>NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM (Agency or establishment)</td>
<td>Department of the Treasury</td>
</tr>
<tr>
<td>MAJOR SUBDIVISION</td>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>MINOR SUBDIVISION</td>
<td>Deputy Commissioner for Services and Enforcement (DCSE)</td>
</tr>
</tbody>
</table>
| NAME OF PERSON WITH WHOM TO CONFER | Daniel W Bennett, IRS Records Officer  
Jynell P Spriggs  
Merlene Burnham |
| TELEPHONE | 202-435-6337  
202-927-4184  
202-622-4003 |
| DATE RECEIVED | 7/10/09 |

**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request, including amendments, is approved except for items that may be marked “disposition not approval” or “withdrawn” in column 10.

**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 2 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,

- [ ] is not required  
- [ ] is attached, or  
- [ ] has been requested

**DATE** 7/10/2009  
**SIGNATURE OF AGENCY REPRESENTATIVE**  
**IRIS Records Officer**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>RCS 1.15.33 for Records Control Schedule for Legislative Affairs</td>
</tr>
<tr>
<td>Future Updates:</td>
<td></td>
</tr>
<tr>
<td>- Adds new Item 11 for the Legislative Analysis, Tracking and Implementation Services (LATIS) Tax Gap Application</td>
<td></td>
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<tr>
<td>- Item 11 Legislative Analysis, Tracking and Implementation Services (LATIS) Tax Gap Application</td>
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<tr>
<td>Sub-Items</td>
<td></td>
</tr>
<tr>
<td>- a Inputs b Outputs c. Data d. Systems Documentation</td>
<td></td>
</tr>
<tr>
<td>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</td>
<td></td>
</tr>
<tr>
<td>a ) Add new pointer to Item 11 in RCS 1 15.33</td>
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</table>

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 Tax Gap module within the LATIS application is used to track the IRS Tax Gap Initiative Treasury Strategy Component and the associated Milestones. These actions are needed to be taken to help determine the most effective taxpayer service and enforcement strategies for reducing the tax gap.

Legislative Analysis, Tracking and Implementation Services Application, Tax Gap Module

Description:

The Tax Gap Module is contained within the Legislative Analysis, Tracking and Implementation Services (LATIS) Application and is used to track the IRS Tax Gap Initiative Treasury Strategy Component and the associated Milestones. Implementation of the initiatives and milestones will provide the most effective taxpayer service and enforcement strategies for reducing the tax gap.

A. Inputs

The Tax Gap initiatives are determined by Congress or Treasury. Milestones are determined by operating divisions within IRS.

Disposition TEMPORARY Not Applicable The Office Records of all inputs are appropriately scheduled under various items in Records Control Schedules 8, 28, 29, and 33.

B. System Data:

Contents of the Tax Gap Module include the initiatives and milestones needed to be taken to implement legislation that impacts the IRS Tax Gap, and current status of each milestone. LATIS maintains the list of milestones required of all organizations of the IRS. In this way, the milestones may be tracked from initiation to completion, while allowing for updates, follow-up, and notification or inquiry if items are not addressed timely or otherwise are at risk.

Disposition PERMANENT Cut off files at end of Tax Gap initiative Transfer to the National Archives 10 years after cutoff

C. Outputs:

Outputs from the Tax Gap Module include a variety of reports. Documentation generated from eTrak supported Applications including the LATIS Applications consist of reports on the current status of service-wide actions/activities in reducing the tax gap.
Disposition  TEMPORARY  Delete/Destroy when obsolete or no longer needed

D. System Documentation

System Documentation for the Tax Gap 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 10 years after cutoff.

GRS 20. 11ad2
Added to "Cut off files at end of Legislative session, transfer to NARA 10 years after cutoff."

per discussion w/ records office
1/9/2012
Anne 1/19/112