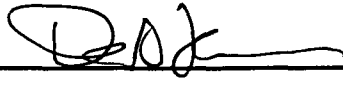
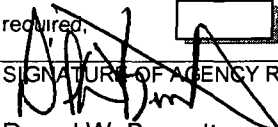


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-058-09-54</b>	
1 FROM (Agency or establishment) Department of the Treasury		DATE 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 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>10 Aug 12</b>
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>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,  <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		ARCHIVIST OF THE UNITED STATES 	
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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 11 for the <i>Legislative Analysis, Tracking and Implementation Services (LATIS) Tax Gap Application</i></li> <li>• Item 11 Legislative Analysis, Tracking and Implementation Services (LATIS) Tax Gap 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 11 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 11

**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 ~~30~~ 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.

*filing instructions*

*changed to "Cut off files at end of legislative session. Transfer to NARA 10 years after cutoff." per discussion w/ records office 11/9/2012 emc 11/9/2012*

*legislative session*

10

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 Tax Gap Legislative Initiative - Transfer to the National Archives ~~20~~ years after cutoff Session

10

GRS 20, 11a2

Altered to "Cut off at end of legislative session, transfer to NARA 10 years after cutoff."

per discussion w/ records office

1/9/2012  
CME 119/12