## REQUEST FOR RECORDS DISPOSITION AUTHORITY

**(See Instructions on reverse)**

### TO
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML)
8601 ADELPHEI ROAD, COLLEGE PARK, MD 20740-6001

### FROM (Agency or establishment)
Department of the Treasury

### MAJOR SUBDIVISION
Internal Revenue Service

### MINOR SUBDIVISION
Agency Wide Shared Services, Physical Security and Emergency Preparedness, Systems Resources & Designs

### NAME OF PERSON WITH WHOM TO CONFER
- Daniel W Bennett, IRS Records Officer 202-435-6337
- Kevin Q Mciver 202-622-9614
- Severn Anderson 859-669-3137

### AGENT CERTIFICATION

I hereby certify that I am authorized to act on behalf of the 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,
- [x] is attached, or
- [x] has been requested

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### ITEM NO 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION

**RCS 1.15.20** for Records Control Schedule for Administration/Organization Support Operational Records

**Future Updates:**
- Adds new Item 181 for Identity Verification Information System (IVIS) Plus System 1000

**Item 181 Identity Verification Information System (IVIS) Plus System 1000**

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 181 in RCS 1.15.20

The records are owned by Agency Wide Shared Services, Physical Security and Emergency Preparedness, Systems Resources & Designs.

*See the attached*
Background:

The ID Card Media Issuance System (ICMIS) is a Legacy system. It is a combination of proprietary vendor hardware and other various vendor ESS software that is deployed nationwide. ICMIS performs 2 functions: the creation of IRS identification cards and the control of physical access to IRS facilities. One of the components is the IVIS Plus System 1000 (IVIS). With few exceptions, the software/hardware that is used to create IRS identification cards is separate and distinct from the systems that control physical access.

The Identity Verification Information System (IVIS) Plus System 1000 is a Commercial off the Shelf (COTS) software workstation client and falls under the Agency-Wide Shared Services (AWSS) division of IRS. The AWSS develops procedures and implements policy for the IRS’s internal real estate and facilities management, physical security (of which this system is a part), EEO and Diversity, personnel, procurement, and customer support activities. The product is developed by Identicard Inc and used to create Agency Identification Cards and Pocket Commissions. IVIS is deployed nationwide at designated sites in standalone MS Access Databases. It does not interface with any IRS systems.

**Note:** The Director, AWSS Physical Security and Emergency Preparedness, is taking action to standardize the ICMIS systems through a series of acquisitions and a re-fresh initiatives beginning in 2008. IVIS is scheduled to be replaced in FY 2011 and will be obsolete after full re-fresh.

Identity Verification Information System (IVIS) Plus System 1000

Description:

The Identity Verification Information System (IVIS) is a Commercial off the Shelf (COTS) software workstation client. The product is developed by Identicard Inc and used to create Agency Identification Cards and Pocket Commissions. IVIS is deployed nationwide at designated sites in standalone MS Access Databases. It does not interface with any IRS systems.

A. Inputs:

Inputs to the Identity Verification Information System (IVIS) are manual. No paper forms or other types of formal data sources are used.

Disposition: TEMPORARY Cut off at end of Fiscal Year in which system is officially de-activated. Delete/destroy 2 years after cutoff.

B. System Data:

System Data in the Identity Verification Information System (IVIS) includes, but is not limited to, employee photographs, Identification Numbers, addresses, telephone numbers, and signatures.
### Disposition

**Temporary.** Cut off when system is officially deactivated. Delete/Destroy 2 years after cutoff.

### Outputs:

Outputs to the Identity Verification Information System (IVIS) consist exclusively of identification (ID Cards and Credentials).

**Disposition. Not Applicable.** The Internal Revenue Service distributes identification cards and credentials to qualified employees. These forms of identification are collected and destroyed when obsolete or 4 months after the employee separates. Forms of identification are appropriately scheduled under IRS Records Control Schedule 48, Item 4.

### System Documentation

System Documentation for the Identity Verification Information System (IVIS) consists of codebooks, records layout, user guide, and other related materials.

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

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PREVIOUS EDITION NOT USABLE

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