
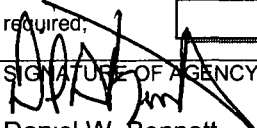


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-09- 61	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 7/23/09	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Agency Wide Shared Services, Physical Security and Emergency Preparedness, Systems Resources & Designs		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Kevin Q McIver Severn Anderson		5 TELEPHONE 202-435-6337 202-622-9614 859-669-3137	DATE 4/3/2010 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>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			
DATE 7/22/2009	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W Bennett IRS Records Officer		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>RCS 1.15.20 for Records Control Schedule for Administration/Organization Support Operational Records</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new Item 181 for Identity Verification Information System (IVIS) Plus System 1000 <p>Item 181 Identity Verification Information System (IVIS) Plus System 1000</p> <p>Sub-Items</p> <ul style="list-style-type: none"> • a. Inputs b. Outputs c. Data d. Systems Documentation <p>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</p> <p>a.) Add new pointer to Item 181 in RCS 1.15.20</p> <p>The records are owned by Agency Wide Shared Services, Physical Security and Emergency Preparedness, Systems Resources & Designs.</p> <p>See the attached</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NUMBER

N1-058-09-

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 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 Identocard 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

NEW

IRM
1 15 20,
Item 181

Description:

The Identity Verification Information System (IVIS) is a Commercial off the Shelf (COTS) software workstation client The product is developed by Identocard 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

*exception to
GRS 20 Item 2*

