REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (Agency or establishment)
Department of the Treasury

2 MAJOR SUBDIVISION
Internal Revenue Service

3 MINOR SUBDIVISION
Human Capital Office (HCO)

4 NAME OF PERSON WITH WHOM TO CONFER
Daniel W Bennett, IRS Records Officer
Debbie L Salisbury

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 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,

6 TELEPHONE
202-435-6337
202-622-4116

7 ITEM NO 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION

RCS 1.15.38 for General Records Control Schedule for Civilian Personnel Records

Future Updates:

- Adds new IRS Item (new Number 45) for the Succession Planning Resource Center System (SPRC)
- Item 10 Succession Planning Resource Center System (SPRC)

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 45 in RCS 1.15.38

The records are owned by the Human Capital Office, Executive Services Division, Executive Policy and Programs Branch.

See the attached
**Background:**

The Succession Planning Resource Center System (SPRC) was designed as a tool to assist IRS senior leadership team in determining bench strength within the executive ranks. This system provides current executives, Candidate Development Program and Executive Readiness participants an opportunity to indicate positions of future interest and developmental needs. This enables the Service to fill executive positions efficiently, quickly and with highly motivated candidates, which ensures stability in the executive levels of our organization.

**Succession Planning Resource Center System (SPRC)**

**Description:**

The Succession Planning Resource Center System (SPRC) is a COTS application that supports the Succession Planning process for the Office of Executive Leadership and the Executive Resources Board. SPRC was designed as a tool to assist senior leadership team in determining bench strength within the executive ranks. This system provides current executives, Candidate Development Program, and Executive Readiness participants an opportunity to indicate positions of future interest and developmental needs.

**A. Inputs:**

General database information is updated in the Succession Planning Resource Center System (SPRC) by the Office of Executive Services using personnel action data. Specific individual data is input and maintained by each individual in the database through password protected access to the SPRC.

Disposition. TEMPORARY. Delete/Destroy source documentation after successful entry and verification, or when no longer needed for administrative and other operational purposes. Note – The Official Record Copies of SFs 52 and other input sources are appropriately scheduled under various items in Records Control Schedules 8, 20, and 38.

**B. System Data:**

The Succession Planning Resource Center System (SPRC) contains job related information (titles, dates, accomplishments, mobility preferences, positions of interest, etc.). In addition, the database stores Program copies organizational charts, position descriptions, executive biographies and photos and various reports indicating gaps in recruitment, expressions of interest, staffing plans, and management structure.

Disposition. TEMPORARY. Cut-off at end of Fiscal Year. Delete/Destroy 20 years after cutoff.

**C. Outputs:**

Outputs from the Succession Planning Resource Center System (SPRC) include various position reports and executive profiles, which are provided to senior leadership team as requested for...
the purpose of organizational review or executive discussions

1. Executive Profiles

Disposition: TEMPORARY Cutoff Annually. Delete/Destroy after 15 years or when no longer needed for administrative, investigative, legal, audit or other operational purposes

2. Position Reports

Disposition: TEMPORARY Cutoff Annually. Delete/Destroy after 15 years or when no longer needed for administrative, investigative, legal, audit or other operational purposes

D. System Documentation

System Documentation for the Succession Planning Resource Center System (SPRC) 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