

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER N1-058-09-63		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 7/23/09		
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION Internal Revenue Service		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 Wage and Investment, Customer Account Services, Submissions Processing, Paper Processing Branch				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Anne P Gale Venita L Barrett		5 TELEPHONE 202-435-6337 202-283-3407 202-383-0277	DATE 7/23/09	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> page(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		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new Item 62 for Spouse Address Check (SPA) System <p>Item 62 Spouse Address Check (SPA) System 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 62 in RCS 1.15.19</p> <p>The records are owned by Wage and Investment, Customer Account Services, Submissions Processing, Paper Processing Branch and processed by the Martinsburg Computing Center (ECC-MTB).</p> <p><i>See the attached</i></p>			

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(See Instructions on reverse)

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JOB NUMBER

N1-058-09-

IRM
1 15 19,
Item 62

Background:

Spouse Address Check (SPA) merges input files from Centralized Files & Scheduling (CSP, CF&S), Taxpayer Delinquent Account (TDA), Automated Underreporter (AUR), and Statutory Notices of Deficiency (STN) to create one output file, which is then passed to End of Day Processing (EOD) in order to bring the data to Master File SPA also provides a Unisys subroutine called SPADDR that allows calling programs to access spouse information on the National Account Profile (NAP) This subroutine generates a TC971 for returned spouse addresses

Spouse Address Check (SPA) System

Description:

The Spouse Address Check (SPA) System merges input files from Centralized Files & Scheduling (CSP, CF&S), Taxpayer Delinquent Account (TDA), Automated Underreporter (AUR), and Statutory Notices (STN) to create one output file, which is then passed to End of Day (EOD) in order to bring the data to Master File SPA also provides a Unisys subroutine called SPADDR that allows calling programs to access spouse information on the National Account Profile (NAP) This subroutine generates a TC971 for returned spouse addresses

A. Inputs:

Inputs to the Spouse Address Check (SPA) System are received from a UNYSIS Program (URx34) that creates a disk file for processing

~~Disposition: TEMPORARY Delete/Destroy immediately all processing and any cache files after successful entry and verification into the system~~

B. System Data:

System Data in the Spouse Address Check (SPA) System consists of validated flat files of National Account Program (NAP) weekly runs

Disposition TEMPORARY Cut off at the end of the processing year Destroy 6 years after cutoff

C. Outputs:

After the data is received and reformatted in the Spouse Address Check (SPA) System, a UNYSIS output flat file (SPA01) of taxpayer data is created and transmitted for End of Day Processing (EOD)

Disposition Cut off at the end of the processing year Destroy 3 years after cutoff or when no longer needed for operational purposes, whichever is earlier

NEW

GRS 20 Item 2

exception to
GRS 20 Item 5

