

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- 64</b>	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>7/29/09</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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	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 Agency Wide Shared Services, Human Capital Office, Labor Relations Strategic Policy			
4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett, IRS Records Officer Frances E. Mahoney Nicole L. Myers	5. TELEPHONE 202-435-6337 720-956-4336 202-622-4935	DATE <b>11-9-09</b>	ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</i>
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>3</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,  [redacted] is not required; [redacted] is attached; or [redacted] has been requested.			
DATE <b>7/29/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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 1.15.20 for Records Control Schedule for Administration/Organization Support Operational Records</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li><b>Adds new Item 182 for Engagement Strategy Tracker (ES Tracker) Survey System</b></li> </ul> <p><b>Item 182 Engagement Strategy Tracker (ES Tracker) Survey System</b></p> <p><b>Sub-Items</b></p> <ul style="list-style-type: none"> <li><b>a. Inputs b. Outputs c. Data d. Systems Documentation</b></li> </ul> <p><b>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</b></p> <p><b>a.) Add new pointer to Item 182 in RCS 1.15.20</b></p> <p><b>The records are owned by Agency Wide Shared Services, Human Capital Office, Labor Relations Strategic Policy Office.</b></p> <p><b>See the attached</b></p>		



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*of the Servicewide Employee Engagement Program which sponsors the Annual Employee Survey. Workgroup successes, issues, and identified barriers to success can be tracked, commented on, updated, elevated, resolved, and shared; the process of which is made simple through the use of this User Guide or documentation, but is dependent upon the active involvement of employees in the group.*

**Engagement Strategy Tracker Survey System (ES Tracker)**

NEW

**Description:**

*Engagement Strategy Tracker Survey System (ES Tracker) is a Web-based application that provides for recording and tracking action plans to resolve Employee Engagement issues raised during branch, division or staff meetings. ES Tracker is an essential component of the Servicewide Employee Engagement Program which sponsors the Annual Employee Survey. Workgroup successes, issues, and identified barriers to success can be tracked, commented on, updated, elevated, resolved, and shared; the process of which is made simple through the use of this User Guide or documentation, but is dependent upon the active involvement of employees in the group.*

**A. Inputs:**

Inputs to the Engagement Strategy Tracker Survey System (ES Tracker) are manual. Employees and Managers Register within ES Tracker. The Discovery Directory pre-populates the Registration Screen with the employee and organizational information. The Treasury Integrated Management Information System (TIMIS) provides additional Workgroup information to complete the registration process. Employees are able to manually input information in ES Tracker on meetings, issues, private group notes, action plans, and elevated issues. All IRS Employees are invited to participate in the Annual Employee Survey and use ES Tracker:

*Disposition: TEMPORARY. Delete/destroy cache files after successful entry and verification into the system.*

**B. System Data:**

System Data in the Engagement Strategy Tracker Survey System (ES Tracker) includes, but is not limited to, Registered Users, Workgroup Members, Workgroup Employee Name, Workgroup Code, Employee Name, Employee Email, Manager Name, Manager Email, User Role, Organization Hierarchy, Location (Building Name, Street Address, City, State, Zip Code), Post-of-Duty Code, Bargaining Unit Issues, Meetings, Action Plans, and multiple Reports (e.g. General, User, Special Requests, and Ad Hoc).

*Disposition: TEMPORARY. Cut off at end of fiscal year. Delete/Destroy 10 years after cutoff.*

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**C. Outputs:**

Outputs to the Engagement Strategy Tracker Survey System (ES Tracker) consist of recorded actions and tracking elements for multiple survey years. This allows historical data to be captured for trend analysis studies. It also allows open issues from the prior year to be accessed so that the Workgroup may resolve them. Prior year issues can be closed and reopened as current issues. Each survey year has separate Issues, General Reports, Meetings, Action Plans, and User Reports. Information can be added and deleted to ES Tracker System. ES Tracker generates email to Managers, if Issues have not been updated within 90 days; and within 7 days of an Issue becoming Red. ES Tracker generated Reports can be divided into the following categories: General, User, Special Requests, and Ad Hoc. All employees have access to these reports. ES Tracker produces a numerous output types in the form of Reports and Data in both hardcopy and email. Much of this information is disseminated to all Managers in IRS for each of their Work Group use. Other Reports are provided to the Human Capital Office and to IRS Leadership.

**1. Management Plans, Issue Records, and Resolution Data**

*Disposition: TEMPORARY. Cut off at the end of the fiscal year. Delete/Destroy 1 year after cutoff.*

**2. Survey Reports**

*Disposition: TEMPORARY. Cut off at the end of the fiscal year. Delete/Destroy 4 years after cutoff.*

**3. Sirota Contract Reports**

*Disposition: TEMPORARY. Cut off at the end of the fiscal year. Delete/Destroy 4 years after cutoff.*

**D. System Documentation**

System Documentation for the Engagement Strategy Tracker Survey System (ES Tracker) 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.*

*Exception to  
GRS 20.11(a)*