

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>N1-058-09-66</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	
3. MINOR SUBDIVISION Wage and Investment, Customer Account Services, Media and Publications Distribution Branch		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	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 Stacey B. Becker Daniel P. Solari	5. TELEPHONE 202-435-6337 202-622-7622 202-622-6151	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>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 <b>7/29/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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><b>RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Adds new Item 68 for Enterprise Logistics Information Technology System (ELITE)</b></li> <li>• <b>Item 68 Enterprise Logistics Information Technology System (ELITE)</b> <ul style="list-style-type: none"> <li>• <b>Sub-Items</b> <ul style="list-style-type: none"> <li>• <b>a. Inputs b. Outputs c. Data d. Systems Documentation</b></li> </ul> </li> </ul> </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 68 in RCS 1.15.19</b></p> <p><b>The records are owned by Wage and Investment, Customer Account Services, Media and Publications Distribution Branch and processed by the Martinsburg Computing Center (ECC-MTB).</b></p> <p><b>See the attached</b></p>		

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JOB NUMBER

**N1-058-09-**

**Background:**

*Treasury Regulation 301.7805-1 specifically authorizes the Commissioner of the Internal Revenue Service to prepare and distribute forms, instructions, directions, and other matter pertaining to the assessment and collection of internal revenue. That charge has been delegated to the organizations under Media & Publications, and ELITE provides the technical foundation to meet the distribution of forms directive. The Enterprise Logistics Information Technology System (ELITE) is an integrated, web-based, real-time supply chain execution system used to receive, store, manage and distribute IRS published products in Bloomington, IL. ELITE is specifically used for order management, inventory management, and distribution of products via appropriate transportation methods. ELITE is comprised of the following modules: Order Management System (OMS), ELITE Assembly and Kitting Management System (AMS), Warehouse Management System (WMS), Distribution Management System (DMS), Transportation Management System (TMS), Resource Management System (RMS), Forecasting Management System (FMS), and ELITE Reporting Facility. ELITE system provides output reports to the Publishing Services Data application of the Computer Assisted Publishing (CAPS) system.*

IRM  
1.15.19,  
Item 68

**Enterprise Logistics Information Technology System (ELITE)**

NEW

**Description:**

The Enterprise Logistics Information Technology System (ELITE) is an integrated, web-based, real-time supply chain execution system used to receive, store, manage and distribute IRS published products out of the Distribution Center located in Bloomington, IL. ELITE is specifically used for order management, inventory management, and distribution of products via appropriate transportation methods. ELITE is comprised of the following modules: Order Management System (OMS), ELITE Assembly and Kitting Management System (AMS), Warehouse Management System (WMS), Distribution Management System (DMS), Transportation Management System (TMS), and ELITE Reporting Facility. ELITE system provides output reports to the Publishing Services Data application of the Computer Assisted Publishing (CAPS) system. ELITE is the replacement of the IRS Centralized Inventory and Distribution System (CIDS) application, which was shut down at the end of April 2006.

**A. Inputs:**

Inputs to the Enterprise Logistics Information Technology System (ELITE) include automated data transmitted from the Computer Assisted Publishing System (CAPS), Desktop Integration (DI), Accounts Management Services (AMS), Internal IRS IRS.GOV (IRS.GOV) and the National Institute for the Severely Handicapped (NISH) (External Trading Partner).

*Disposition: TEMPORARY. Delete/destroy 7 days after order is filled.*

