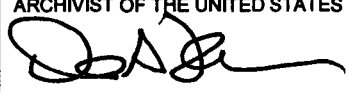
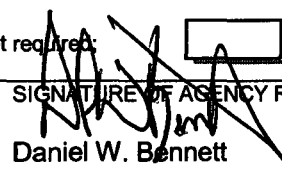


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER <b>N1-058-09-69</b>		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <b>8/12/09</b>		
1. FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.		
2. MAJOR SUBDIVISION Internal Revenue Service				
3. MINOR SUBDIVISION Wage and Investment (W&I), Electronic Tax Administration, Refundable Credits, Strategy, Planning, and Policy Division, Relationship Management and Marketing Branch				
4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett, IRS Records Officer Terry A. Lewis Michelle A. Bergmann		5. TELEPHONE 202-435-6337 901-395-0681 978-474-5238	DATE <b>Dec 09</b>	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>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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE <b>8/12/2009</b>	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 GRS OR SUPERSEDED JOB CITATION	10.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><b>RCS 1.15.18 for Records Control Schedule for the Enterprise Computing Center – Detroit (DCC)</b></p> <p>Future Updates:</p> <ul style="list-style-type: none"> <li>• Adds new Item 66 for the Distribution Channel Management System (DCM)</li> </ul> <p>Item 66 Distribution Channel Management System (DCM) Sub-Items</p> <ul style="list-style-type: none"> <li>• a. Inputs b. Outputs c. Data d. Systems Documentation</li> </ul> <p><b>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</b></p> <p>a.) Add new pointer to Item 66 in RCS 1.15.18</p> <p>The records are owned by Wage and Investment (W&amp;I), Electronic Tax Administration, Refundable Credits, Strategy, Planning, and Policy Division, Relationship Management and Marketing Branch and processed by the Detroit Computing Center (DCC).</p> <p><i>See the attached</i></p>			

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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JOB NUMBER

**N1-058-09-**

**Background:**

*The Data Channel Management System (DCM) is an intranet web based system used to obtain Electronic Return Originator (ERO) information via an Internet browser. It is made available to Small Business/Self-Employed (SB/SE) and Wage and Investment (W&I) employees allowing the Internal Revenue Service staff to be more proactive in their site visits of ERO's within their new geographic jurisdictions. The system gathers data about EROs and transmitters for the purpose of monitoring their electronic filing activity. The data is accumulated under a single firm identifying number (EIN or SSN) for each identifying number. After accumulation, a scoring and stratifying algorithm is applied to each firm and a score, rank and level is determined. The system generates a snapshot of statistical data in May, August, and November of each year.*

*The system was designed to serve IRS e-file support, management and monitoring personnel in the field and headquarters. It is a secure system requiring an On-line Form 5081, Information System User Registration/Change Request which is used to allow access to the application.*

*DCM provides the necessary information about preparers and ERO within the Electronic Tax Administration (ETA) guidelines. This information helps preparers and EROs increase the volume of Electronic Filing submissions to the IRS. DCM application data is used to help taxpayers comply with their tax obligations by expanding electronic filing to W&I SPEC customers, including the low-income, Limited English Proficient (LEP), and the senior populations.*

*Users of DCM information generally have two reasons to research the application. The first is a need to review information about a specific firm. DCM enables users to search for specific firms within their geographic region, using the new SB/SE and W&I geographic breakdown as well as search for firm information by using an Electronic Filer Identification Number (EFIN), the Firm's EIN, the Firm's SSN (if the firm is a sole proprietorship), or a Business ZIP code or range. DCM also allows users to search for specific firms by state or by Universal Location Code (ULC). These searches allow marketing analysts to analyze large data sets within a particular jurisdiction. For example, to search for a group of SB/SE (TEC) or W&I (SPEC) firms located in a specific area or area and territory for the purpose of planning marketing strategies or developing a plan for random monitoring visits. DCM delivers large data sets based on state, area, territory or Universal Location Code (ULC). The ULC is the previous district office codes. Users are also able to apply pre-defined queries to these results.*

*The results of research requests are made available in two ways. They may be viewed on screen or downloaded for use in spreadsheet or database software like Microsoft Excel or Access. The download option gives users the added capability of using powerful spreadsheet and database tools to sort and analyze the data to meet program needs. The download option also contains more information than is displayed in the view option.*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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JOB NUMBER

**N1-058-09-**

IRM  
1.15.18,  
Item 66

**Distribution Channel Management System (DCM)**

**Description:**

The Distribution Channel Management System (DCM) is a web-based system used to provide staff the necessary information about preparers and ERO within the Electronic Tax Administration (ETA) guidelines. This information helps preparers and EROs increase the volume of Electronic Filing submissions to the Internal Revenue Service. DCM application data is used to help taxpayers comply with their tax obligations by expanding electronic filing to W&I Stakeholder Partnerships Education and Communication (SPEC) customers, including the low-income, Limited English Proficient (LEP), and the senior populations.

**A. Inputs:**

Electronic inputs to the Distribution Channel Management System (DCM) are received from the Stakeholder Partnerships Education and Communication (SPEC) Taxpayer Assistance Reporting System (STARS), Preparer Tax Identification Number System (PTIN), Individual Master File (IMF) 701 extract and Third Party Data Store (TPDS). The MS SQL table information is received from the Electronic Tax Administration Research and Analysis System (ETARAS).

*Disposition: TEMPORARY. Delete/Destroy cache files after successful entry and verification.*

**B. System Data:**

Data in the Distribution Channel Management System (DCM) includes information on Electronic Return Originator (ERO) firms and Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) sites. The data includes counts of electronic and paper income tax returns, acceptance rates, reject rates and other pertinent data for the ERO firms and VITA and TCE sites. The data is used by IRS employees only. Employees are limited to viewing, querying, and downloading the data for monitoring and outreach purposes.

The DCM application includes the current year and three prior years of data.

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

**C. Outputs:**

Outputs from the Distribution Channel Management System (DCM) include transmitted data that is used by staff to develop Access and Excel Spreadsheets.

*Disposition: TEMPORARY. Delete/destroy when no longer needed for administrative, investigative, legal, audit or other operational purposes, whichever is later.*

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**N1-058-09-**

**D. System Documentation**

System Documentation for the Distribution Channel Management System (DCM) consists of codebooks, records layout, and other related materials.

*Disposition: TEMPORARY. Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner.*

except to  
CRS 20  
item 11

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NSN 7450-00-634-4064  
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
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36 CFR 1228