

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-058-09-71	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 8/12/09	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	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 (W&I), Customer Account Services (CAS), Specialty Programs Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett Cassandra L. Blackwell Ronald P. Rivelli	5. TELEPHONE 202-435-6337 816-325-3853 215-516-7643	DATE 8/12/09	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 8/12/2009	SIGNATURE OF AGENCY REPRESENTATIVE Daniel W. Bennett IRS Records Officer		TITLE IRS Records Officer National Office, OS:A:RE 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 GRS OR SUPERSEDED JOB CITATION	10.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>IRM 1.15.29 Records Control Schedule for Tax Administration – Wage and Investment Records</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new Item 428 for <i>Photocopy Fee Refund System (PHOREF)</i> <p>Item 428 Photocopy Fee Refund System (PHOREF) Sub-Items</p> <ul style="list-style-type: none"> • a. Inputs b. Outputs c. Data d. Systems Documentation <p>IRM 1.15.35 Records Control Schedule for Tax Administration - Systems (Electronic)</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new pointer to Item 428 in RCS 1.15.29 for Photocopy Fee Refund System (PHOREF) <p>The records are owned by Wage and Investment (W&I), Customer Account Services (CAS), Specialty Programs Branch.</p> <p><i>See attached</i></p>		

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Background:

The Photocopy Fee Refund System (PHOREF) was developed in cooperation with the Manual Refund Unit in Accounting Branch. Employees in the Photocopy Unit issue photocopy fee refunds by inserting data pertinent to each individual case. This includes Social Security Number, name, address, amount of refund, refund date, caseworker's IDRS number, and appropriate remarks regarding case.

Photocopy Fee Refund (PHOREF) or Photocopy Refunds Program (PHOREF) allows photocopy fee refunds to be issued to the taxpayer from the Financial Management System (FMS). The database retains multiple years of data for any refund issued and also information regarding the photocopied case. Once a week, throughout this system, all refunds for the prior week are downloaded to Accounting. Tapes are validated and released to FMS.

Photocopy Fee Refund (PHOREF) or Photocopy Refunds Program (PHOREF) was developed in cooperation with the Manual Refund Unit in Accounting Branch. Employees in the Photocopy Unit issue photocopy fee refunds by inputting data pertinent to each individual case. The database retains multiple years of data, making it easy to query by SSN or name for any refund issued and also examine information regarding the case. Once a week, throughout this system, all refunds for the prior week are downloaded to Accounting. Tapes are validated and released to Financial Management Service (FMS) agency, allowing photocopy refunds to be issued to the taxpayer.

The PHOREF System is organized within External Accounts Processing which supports the administrative accounting functions that deal with accounts external to IRS such as user fees.

Photocopy Fee Refund System (PHOREF)

Description:

The Photocopy Fee Refund System (PHOREF) is used to issue photocopy fee refunds by inputting data pertinent to each individual case. The database retains multiple years of data, making it easy to query by SSN or name for any refund issued and also examine information regarding the case. Once a week, throughout this system, all refunds for the prior week are downloaded to Accounting. Tapes are validated and released to Financial Management Service (FMS) agency, allowing photocopy refunds to be issued to the taxpayer.

A. Inputs:

Inputs to the Photocopy Fee Refund System (PHOREF) are extracted from IR Form 4506 *Request for Copy or Transcript of Tax Form*, the Electronic Certification System (ECS), and the Financial Management Service (FMS). Information input from Form 4506 consists of the taxpayer name, address, and dollar amount. If the "Authorization to pay third party" is checked then the Third Party Name and address is received.

NEW

IRM
1.15.29,
Item 428

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Input from ECS includes the data control number and date. Input from the Financial Management Service (FMS) includes the acknowledgement control number and date.

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

**Note – IR Form 4506 Request for Copy or Transcript of Tax Form is appropriately scheduled under IRS Records Control Schedule 29 (IRM 1.15.29), Item 93 (N1-058-86-1, Item 93). Program Unit staff are to use instructions outlined in RCS 29, Item 93 when disposing of IR Form 4506.*

B. System Data:

The Photocopy Fee Refund System (PHOREF) contains records of tax account information for individual refunds including taxpayer name, address, state, zip code, refund amount, third party contact, tax payer identification number (TIN) or employee identification number (EIN).

Disposition: TEMPORARY. Cut-off at end of fiscal year in which refund was issued. Delete/Destroy 6 years, 3 months after cutoff.

C. Outputs:

Primary outputs of the Photocopy Fee Refund System (PHOREF) include a file containing the necessary information to generate refund checks to taxpayers. This file is transferred from PHOREF to FMS (Financial Management Service) which then generates the checks/payments. Outputs also include Quality Review Reports and the Final Photocopy Fee Refund Listing (final listing) are generated weekly.

Disposition: TEMPORARY. Cut off at end of the fiscal year. Delete/Destroy 3 years after cutoff.

D. System Documentation:

System Documentation for the Photocopy Fee Refund System (PHOREF) is stored in the DocIT Library. This documentation includes, but is not limited to, Program, Technical, Operations & Maintenance and End-User Documentation.

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

AKS 20

Exception
to AKS 20. 11