REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	LEAVE BLANK (NARA use only) JOB NUMBER N1-058-09- 72
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 3. MINOR SUBDIVISION Wage and Investment (W&I), Customer Account Services (CAS), Post Processing Section	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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.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 Venitta L. Barrett Peter M. Reilley 5. TELEPHONE 202-435-6337 202-283-0277 202-283-0754	DATE 1Dec09 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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/12/2009	Daniel W. Bennett IRS Records Officer	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	IRM 1.15.29 Records Control Schedule for Tax Administration – Wage and Investment Records **Future Updates:** • **Adds new Item 427 for *Temporary Scrambled Social Security Number Program (TMPSSN)*** **Item 427 Temporary Scrambled Social Security Number Program (TMPSSN)** **Sub-Items** • **a. Inputs b. Outputs c. Data d. Systems Documentation** **IRM 1.15.35 Records Control Schedule for Tax Administration - Systems (Electronic)** **Future Updates:** • **Adds new pointer to Item 427 in RCS 1.15.29 for Temporary Scrambled Social Security Number Program (TMPSSN)** **The records are owned by Wage and Investment (W&I), Customer Account Services (CAS), Post Processing Section.** ***See attached***		

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	Background: *The Temporary Scrambled Social Security Number Program (TMPSSN) provides system-generated, serialized temporary scrambled Social Security Numbers (TMPSSN)/Internal Revenue Service Numbers (IRSN) for taxpayers. The IRS processes data using automated systems that require the use of a numeric identifier (e.g., Social Security Number (SSN) and Individual Tax Identification Number (ITIN)). The TMPSSN/IRSN is used to process taxpayer correspondence (e.g., tax forms and refund checks) if no other identifying number can be found. This reduces the cost and time required for processing these documents while ensuring payments are credited accurately and in a timely manner to the proper account.* *The IRS may receive a request to assign a TMPSSN/IRSN for any of the following reasons: For a payment being processed by another IRS system where an identifier has not already been provided; For a scrambled condition (same Tax Identification Number (TIN) issued to the taxpayer by the Social Security Administration (SSA)); For a balance due return for a tax filer who failed to put a TIN on the document; For a TIN that has been used more than once and the individual in question is not the taxpayer posted.* *The IRS's Entity Control Unit (ECU) receives and processes all requests for a TMPSSN/IRSN for individual taxpayers. A TMPSSN can be assigned only after "complete research" has been conducted on the IRS's Integrated Data Retrieval System (IDRS) by ECU personnel to ensure that no other number (i.e., ITIN, SSN, or TMPSSN/IRSN) has already been assigned to the individual in question. Employees from Input Perfection Operation Reject and Unpostable Groups apply TMPSSN to facilitate establishing accounts where payments/returns may be posted.*		
IRM 1.15.29, Item 427	**Temporary Scrambled Social Security Number Program (TMPSSN)** **Description:** The Temporary Scrambled Social Security Number Program (TMPSSN) allows the generation and control of temporary Internal Revenue Service Numbers (IRSNs). The IRSN is needed when taxpayer documents or payments are received from a taxpayer without a valid identifying Taxpayer Identification Number (TIN). The TMPSSN application is also used in the Scrambled Social Security Number (SSN) units when multiple taxpayers are assigned (in error) duplicate SSNs. The TMPSSN generates an IRSN and the Tax Examiner (TE) enters the pertinent taxpayer information within the TMPSSN system. After the taxpayer data is entered, the TE uses the IRSN assigned by the TMPSSN to establish the taxpayer on the Individual Master File (IMF) for processing purposes. The majority of the IRSN requests are received with a Form 8925 Employer Owned Life Insurance Contracts attached. The Form 9956, Internal Revenue Service Number (IRSN) Request Form, is also used to request a TMPSSN. **A. Inputs:**	NEW	

Inputs to the Temporary Scrambled Social Security Number Program (TMPSSN) are extracted from Form 5707 - Return and Document Control Slip (two copies filled-out), Form 685C - SSN Invalid (IMF), Form 685SP, Form W-7 - Application for IRS Individual Taxpayer Identification Number, and Form 9956 – Request for a Temporary Internal Revenue Service Number (IRSN)

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

GRS 20

B. System Data:

The Temporary Scrambled Social Security Number Program (TMPSSN) contains records of tax account information including the following:

Full Name (First, Middle Initial, Last)
Address (Street, City, State Abbreviation, Zip Code)
Identifying Numbers (e.g. TMP-SSN, SSN, IRSN or ITIN)
Prior Names & SSNs (if applicable)

Disposition: TEMPORARY. Cut-off at end of Processing Year in which account was retired. Delete/Destroy 7 years after cutoff.

C. Outputs:

Primary outputs of the Temporary Scrambled Social Security Number Program (TMPSSN) include:

Temporary SSN Control Sheet
Scrambled SSN Control Sheet
Temporary SSN Alpha Listing
Scrambled SSN Alpha Listing
SSA Follow-Up Letter Required Listing
Weekly Entity Control Automated Inventory Reporting (WECAIR) Program

IRS employees can access and print TMPSSN reports and "screen prints" of individual cases. Managerial and Statistical Reports are also generated from TMPSSN.

Disposition: TEMPORARY. Delete/Destroy reports when 90 days old, or when no longer needed for administrative purposes, whichever is earlier.

D. System Documentation

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	System Documentation for the Temporary Scrambled Social Security Number Program (TMPSSN) 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.*	Exception to GRS 20.11	