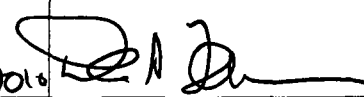
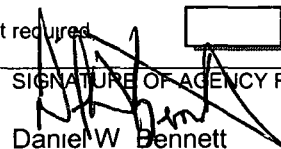


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-09-73		
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 8/17/09		
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 Large Mid-Sized Business, Field Specialists, Management Support - Operations				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Richard B Bartlett Barbara A Dixon		5 TELEPHONE (202) 435-6337 (651) 312-8044 (512) 460-4154	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>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 8/12/2009	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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>RCS 1.15.23 for Records Control Schedule for Tax Administration - Examination</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new Item 82 for the <i>Specialist Referral System (SRS)</i> <p>Item 82 Specialist Referral System (SRS) Sub-Items</p> <ul style="list-style-type: none"> • a. Inputs b. Outputs c. Data d. Systems Documentation <p>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</p> <p>a.) Add new pointer to Item 82 in RCS 1.15.23</p> <p>The records are owned by Large Mid-Sized Business, Operations, Field Specialists, Management Support – Operations Branch.</p> <p><i>See the attached</i></p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

DO NOT WRITE IN THESE AREAS (NARA use only)

JOB NUMBER

N1-058-09-

Background:

The Specialist Referral System (SRS) automates the referral request process for Large Mid-Sized Business, Small Business/Self Employed, Wage & Investment, and Tax Exempt Government Entity field specialists. Agents can generate a referral request online which will automatically notify the appropriate Specialist Manager of the request. The system is totally electronic and web-enabled, providing management necessary information reports. Using the SRS, one can generate referrals for a Computer Audit Specialist, Economist, Employee Plans, Employment Tax, Engineering, Excise, Exempt Organizations, Federal, State & Local Government, Financial Products, Indian Tribal Government, International, and Tax-Exempt Bonds.

The SRS was complete and ready for implementation on October 1, 2002. The system allows the following .

Revenue Agents and Tax Compliance Officers no longer have to determine the correct form and complete a "paper" form to request a Specialist for their case.

Agents and Tax Compliance Officers only have to enter the system one time to request multiple Specialists for their case.

Referrals are automatically routed to the appropriate manager for assignment.

The system is used to refer cases to Computer Audit Specialists, Economists, Engineers, Financial Products Specialists, International Agents, Employment Tax Specialists (LMSB, SB/SE and TEGE), Excise Agents, Exempt Organizations, Federal, State and Local Government Specialists, Indian Tribal Government Specialists, Tax Exempt Bond Specialists and Employee Plans Specialists.

The time to process the request and the response time back to the submitting Agent/Tax Compliance Officer is significantly reduced.

Improved Communications – The system provides automatic e-mail notifications throughout the process.

Specialist Referral System (SRS)

Description:

The Specialist Referral System (SRS) automates the referral request process for Large Mid-Sized Business, Small Business/Self Employed, Wage & Investment, and Tax Exempt Government Entity field specialists. Agents can generate a referral request online which will automatically notify the appropriate Specialist Manager of the request. The system is totally electronic and web-enabled, providing management necessary information reports. Using the SRS, one can generate referrals for a Computer Audit Specialist, Economist, Employee Plans, Employment Tax, Engineering, Excise, Exempt Organizations, Federal, State & Local Government, Financial Products, Indian Tribal Government, International, and Tax-Exempt Bonds.

IRM
1 15 23,
Item 82

NEW

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

DO NOT WRITE IN THESE SPACES
 (DO NOT WRITE IN THESE SPACES)

JOB NUMBER

N1-058-09-

A. Inputs:

The Specialist Referral System (SRS) acquires data from three sources including direct input from the Requestor, Manager, and Data Administrator. Additionally, SRS interconnects to another application, the Corporate Authority Directory Service (CADS), to retrieve authentication information on end users on the Specialist Request form.

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

B. System Data:

The Specialist Referral System (SRS) contains data on each referral such as requester name and organization, taxpayer information such as name and address, taxpayer case (not return) information such as whether the case is a Coordinated Industry Case (CIC), the activity code, disposition of the referral including if not rejected, the specialist assigned and their organization information. Referral data from October 2002 through the current date is contained in the database. Prior year information is retained for the Coordinated Industry Case Program to provide historical comparative analysis.

Disposition. TEMPORARY Cut-off following the close of the referred case Delete/destroy 10 years after cutoff

C. Outputs:

The Specialist Referral System (SRS) transmits the referral to a manager who either accepts or rejects the case. If the case is accepted it is assigned to a specialist to perform the examination portion of the audit. The SRS generates standard reports which managers at various levels review. SRS also generates emails.

Disposition. Disposition TEMPORARY Most outputs are filed with the relevant cases Cut-off following the close of the related case Delete/destroy any outputs not filed in the case 10 years after cutoff.

D. System Documentation

System Documentation for the Specialist Referral System (SRS) 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

GRS 20.4

exception to
 GRS 20.4,
 20 5,
 20 6

exception to
 GRS 20.11