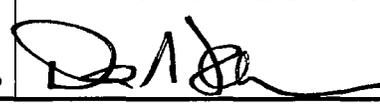
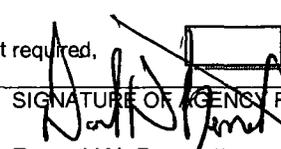


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER <b>N1-058-09-75</b>		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <b>8/17/09</b>		
1 FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 Tax Exempt and Government Entities (TE/GE), Business Systems Planning				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Robert A Mellon Dawn M Leighton		5 TELEPHONE 202-435-6337 313-234-1034 313-234-1961	DATE <b>8/17/09</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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Adds new Item 67 for the Base Inventory Master File System (DIMF BIMF)</b></li> </ul> <p><b>Item 67 Base Inventory Master File System (DIMF BIMF)</b> 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 67 in RCS 1.15.18</p> <p>The records are owned by Tax Exempt and Government Entities, Business Systems Planning 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)

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

**N1-058-09-**

**Background:**

The IRS conducts examinations of entities that are considered non-taxable entities. Time, resources (e.g. personnel), and planning are spent conducting the examinations. As such, Exempt Organization/Employee Plans/Government Entities (EO/EP/GE) Audit Information Management Systems (AIMS) Report Processing (EARP) EARP is a system utilized for reviewing reports that identify statistical information regarding those examinations. The types of information provided on the reports are as follows:

- Time spent by IRS personnel (hours charged) conducting the exams
- Resources assigned for each exam
- Specific type of organization examined

The statistical information generated from the EARP reports are used to help IRS personnel make decisions regarding future examinations. For example, the IRS may decide to focus on one group of non-taxable entities versus another group of non-taxable entities, or the IRS may assign additional staff to a particular exam because it requires more personnel (as noted from the EARP reports).

EARP receives its data from the Audit Information Management System (AIMS) system. EARP and AIMS both reside on a mainframe. AIMS resides on a mainframe at the ECC-MEM computing center, whereas EARP resides on a mainframe at the ECC-DET computing center. There are three types of non-taxable entities that are reviewed as part of the examination. Additionally, EARP is made up of several modules whereby those modules provide information for the three non-taxable entity types. The three EARP modules are as follows:

- The Base Inventory Master File (DIMF-BIMF)
- The EO&GE-AIMS Reports Process (DEXP)
- The EP-AIMS Report Processing (DPTE)

The purpose of the Base Inventory Master File System is to store historical information on the numbers and types of examinations conducted in TE/GE field offices. The system does this by receiving monthly extract data from the IRS' Audit Information Management System (AIMS) and validates and stores that data for use by the DEXP and DPTE systems which summarize it into area and national level reports that are used by TE/GE management to monitor their examination program. The information captured locally on individual examination cases conducted by TE/GE revenue agents are input into AIMS by TE/GE clerks in field area offices. These data include, in part, information identifying the entity being examined, the particular return and tax period that was examined, the employee conducting the examination, the time expended on the case, the type of entity (employee plan, exempt organization or government entity) that is being examined and a number of other data fields that specify why the particular return was selected, the issues identified during the examination and the final results of the examination.

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

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

**N1-058-09-**

IRM  
1 15 18,  
Item 67

**Base Inventory Master File System (DIMF BIMF)**

NEW

**Description:**

The Base Inventory Master File System (DIMF BIMF) stores historical information on the numbers and types of examinations conducted in Tax Exempt/Government Entity (TE/GE) field offices. The system does this by receiving monthly extract data from the IRS' Audit Information Management System (AIMS) and validates and stores that data. These data include, in part, information identifying the entity being examined, the particular return and tax period that was examined, the employee conducting the examination, the time expended on the case, the type of entity (employee plan, exempt organization or government entity) that is being examined and a number of other data fields that specify why the particular return was selected, the issues identified during the examination and the final results of the examination.

**A. Inputs:**

Electronic inputs to the Base Inventory Master File System (DIMF BIMF) are received from the Audit Information Management System (AIMS) at the end of each month. The data is transmitted as a flat file.

*Disposition. TEMPORARY. Delete/Destroy flat file and all cached records after successful entry and verification*

ARS 20.26

**B. System Data:**

Data in the Base Inventory Master File System (DIMF BIMF) includes information on the entity being examined, the particular return and tax period that was examined, the employee conducting the examination, the time expended on the case, the type of entity (employee plan, exempt organization or government entity) that is being examined and a number of other data fields that specify why the particular return was selected, the issues identified during the examination and the final results of the examination.

The DIMF BIMF includes a ten year historical file.

*Disposition. TEMPORARY. Cut off at end of the processing year. Delete/destroy 10 years after cutoff*

**C. Outputs:**

Outputs from the Base Inventory Master File System (DIMF BIMF) include current fiscal year data transfers to the Exempt Organization and Government Entity (EO/GO) Audit Information Management System (AIMS) Report Process (DEXP) and Employee Plans (EP) AIMS Report Process (DPTE) for report development purposes.

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

ARS 705

