### REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML)  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 **FROM** (Agency or establishment)  
Department of the Treasury

2 **MAJOR SUBDIVISION**  
Internal Revenue Service

3 **MINOR SUBDIVISION**  
Wage and Investment (W&I)

4 **NAME OF PERSON WITH WHOM TO CONFER**  
Tracee Taylor  
Bonnie Romero

5 **TELEPHONE**  
202-435-6308  
202-283-7173

6 **DATE**  
8/12/2009

7 **SIGNATURE OF AGENCY REPRESENTATIVE**  
Daniel W. Bennett

8 **TITLE**  
IRS Records Officer

9 **JOB NUMBER**  
N1-058-09-76

10 **DATE RECEIVED**  
8/17/09

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### 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION

**RCS 1.15.29 Submissions Processing Campus Records**

New Item

Item 429, Notice Conversion System (NOTCON)

**RCS 1.15.35 Tax Administration Electronic Systems**

Add pointer to Item 429 in RCS 1 15 29

RCS 1 15 35 is a cross-walk of electronic systems to official IRS Records Control Schedules

(see attached)
Notice Conversion System (NOTCON)

Background:

The Internal Revenue Service (IRS) corresponds with taxpayers for a variety of reasons. One of the reasons the IRS corresponds with a taxpayer is to inform that taxpayer of a settlement amount owed or due. Notice Conversion (NOTCON) is a modernized notice composition system used to process notice via a single composition tool.

Description:

Notice Conversion (NOTCON) is a modernized notice composition system used to process notice data via a single composition tool.

A. Inputs:

Inputs to Notice Conversion include data extracted from numerous electronic individual and business taxpayer data files using the Customer Account Data Engine (CADE).

Disposition TEMPORARY Delete/destroy any cached input files following validation of receipt by the system.

B. System Data:

Notice Conversion consists of batch files of taxpayer data reformatted for use in composed settlement notices.

Disposition TEMPORARY Delete 14 days after receipt.

C. Outputs:

Settlement notice data is composed into specified business owner formats and distributed for print/mail to the taxpayer.

Disposition TEMPORARY Delete/destroy within 14 days after distribution.

D. System Documentation:

System documentation for the Notice Conversion System (NOTCON) 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Disposition TEMPORARY Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner.