
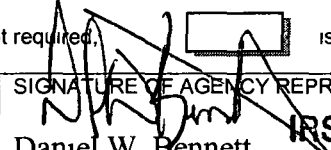


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER N1-058-09-78		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 8/26/09		
1 FROM (Agency or establishment) Department 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 Small Business/Self-Employed, Communications, Liaison and Disclosure – Government, Liaison and Disclosure – Data Services				
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (Records) Pamela Kozik (SB/SE)		5 TELEPHONE 202-435-6308 860-756-4755	DATE 8/18/09	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 8/18/2009	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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><b>RCS 1.15.19, Records Control Schedule for the Enterprise Computing Center - Martinsburg (ECC – MTB)</b></p> <p><b>New Item 70, Computerized Mailouts (MAILOUTS), and sub-items for a. Inputs b. Outputs c. Data d. Systems Documentation</b></p> <p>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</p> <p>Add new pointer to Item 70 in RCS 1 15 19</p> <p>RCS 1.15 35 is a cross-walk of electronic systems to official IRS Records Control Schedules</p> <p><b>(See attached)</b></p>			

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**IRM  
1.15.19,  
Item 70**

**Computerized Mailouts (MAILOUTS)**

**NEW**

**Background:**

The Internal Revenue Service (IRS) makes its letter-forwarding program available to private individuals, companies and organizations, as well as state and federal agencies who are attempting to locate missing individuals.

IRS will forward letters that serve a "humane purpose," (e.g., from a family member who is trying to reunite with a relative, or from a company or organization who controls assets that may be due a taxpayer, including Plan Administrators or sponsors of qualified retirement plans who are attempting to locate missing plan participants). IRS will also forward letters for state and federal agencies to be of assistance in locating an individual. IRS will not attempt to trace family trees, nor will it forward letters seeking reparation. Letter forwarding is offered/performed only if it will not interrupt other Service activities or conflict with prior Service commitments. In no case is confidential tax information, such as an address or even the fact an address exists in IRS files, disclosed to the requester.

To make a request, the requester must submit a written request briefly explaining the need for letter forwarding, the social security number (SSN) for the individual being sought, and the letter to be forwarded. If an address for the recipient is located, the letter will be forwarded in a Service envelope. The recipient will be advised that (1) the Service is forwarding the letter in accordance with current policy; (2) the Service has not divulged the recipient's address, nor any other tax information, or the fact that the letter has even been forwarded; (3) the Service has no involvement in the matter aside from forwarding the letter; and (4) the decision of whether to respond is entirely up to the recipient.

IRS cannot provide the requester with information concerning the results of its efforts. The requester will only be advised that IRS will attempt to forward the letter if an address for the individual is located. If the requester provides their most current address for a recipient, and it is the same address as in Service files, the Service will not forward the letter. Furthermore, all undeliverables will be destroyed.

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**Description:**

Computerized Mailouts uses SSNs to extract address information from IRS master files to forward a letter to an unlocatable individual on behalf of a private individual, company or government agency.

**a. Inputs:**

Written requests for letter forwarding.

Disposition: Temporary. Destroy after scanning and verification into the system. Requests that cannot be processed may be immediately destroyed.

**b. System Data:**

The content in the data repository consists of scanned copies of letter forwarding requests, and associated transaction history files detailing address hits for delivery, to whom, and when.

Disposition: Temporary. Delete when 6 months old.

**c. Outputs:**

Computerized Mailouts (MAILOUTS) maintains different report types for use by Internal Revenue Service staff in communicating letter forwarding actions to requesters and recipients.

Disposition: Temporary. Delete/Destroy when no longer needed for operational purposes.

**d. System Documentation:**

System Documentation for Computerized Mailouts includes codebooks, records layouts, and other related materials on how to manage and use the system.

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

AKS 20 26

AKS 20/16

Exceptions to  
AKS 20 11a1