
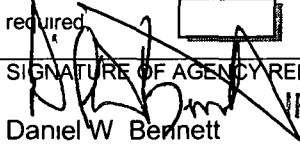


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-058-09- 79</b>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>8/26/09</b>	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Small Business/Self Employed, Taxpayer Information File (TIF) Update Section, IDRS		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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, IRS Records Officer Daniel J Ho Stephanie L Hughes	5 TELEPHONE 202-435-6337 202-283-3311 202-283-3867	DATE <b>8/26/09</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>2</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>8/18/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W Bennett IRS Records Officer		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• Adds new Item 73 for <i>Quarterly Bank Extract System (QBE)</i></li> </ul> <p><b>Item 73 Quarterly Bank Extract System (QBE)</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 73 in RCS 1.15.19</p> <p>The records are owned by Small Business/Self Employed, Taxpayer Information File (TIF) Update Section, IDRS Branch and processed by the Martinsburg Computing Center (ECC-MTB).</p> <p><i>See the attached</i></p>		

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JOB NUMBER

**N1-058-09-**

IRM  
1.15 19,  
Item 73

**Background:**

Quarterly Bank Extracts (QBE) receives quarterly extracts from Individual Master File (IMF) and Business Master File (BMF) and matches them against the Taxpayer Information Files (TIFs) for more recent TC 520 data This system is part of Integrated Data Retrieval System (IDRS) processing Formerly listed as the Quarterly TIF Extract (QTR)

**Quarterly Bank Extract System (QBE)**

**Description:**

Quarterly Bank Extracts (QBE) receives quarterly extracts from Individual Master File (IMF) and Business Master File (BMF) and matches them against the Taxpayer Information Files (TIFs) for more recent TC 520 data This system is part of Integrated Data Retrieval System (IDRS) processing

**A. Inputs:**

Inputs to the Quarterly Bank Extract System (QBE) are extracted from the Individual Master File (IMF) and Business Master File (BMF)

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

**B. System Data:**

The Quarterly Bank Extract System (QBE) maintains both IMF and BMF quarterly and annual data QBE processes Individual (IMF) and Business Master File (BMF) extracts of those accounts to which a TC520 (Bankruptcy) has been posted These extracts are matched against the Business Taxpayer Information File and Individual Taxpayer Information File in separate runs The MF extracts are updated with the most recent information from the TIF

**1 Quarterly Extract**

Disposition TEMPORARY. Cutoff when Quarterly Extract is superseded by a new Quarterly Extract Delete/destroy 1 Quarter after cutoff or when no longer needed for operational purposes, whichever is later

**2 Annual Extract**

Disposition TEMPORARY Cutoff when Annual Extract is superseded by a new Annual Extract Delete/destroy 6 years after cutoff or when no longer needed for operational purposes, whichever is later

NEW

GRS 20. 26

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**C. Outputs:**

Outputs of the Quarterly Bank Extract System (QBE) consist of transmissions to the Automated Insolvency System (AIS). The AIS receives the QBE extract for the Litigation Accounts Management System module (LAMS).

*Disposition: TEMPORARY. Delete/destroy batch files after posting to the AIS*

*\*Note – The official records of Insolvencies are maintained for six years after bankruptcy case is settled as scheduled under Records Control Schedule 32, IRM 1.15 32, Item 35*

**D. System Documentation**

System Documentation for the Quarterly Bank Extract System (QBE) 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*

*Exception to  
GRS 20 11a1*

hat115-109

**NSN 7450-00-634-4064  
PREVIOUS EDITION NOT USABLE**

**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA  
36 CFR 1228