

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-058-09-80	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Criminal Investigation, National Operations Center (NOC)			
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Marcus E Williams Tim R Whittle		5 TELEPHONE 202-435-6337 210-841-8510 859-669-2650	DATE 8/26/09
ARCHIVIST OF THE UNITED STATES [Signature]			
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 8/18/2009	SIGNATURE OF AGENCY REPRESENTATIVE [Signature] 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 1.15.30 for Records Control Schedule for Criminal Investigation</p> <p>Future Updates</p> <p>Adds new Item 28 for Criminal Investigation Connections System (CI CONNECTION) – Formerly Criminal Investigating Communities Accessing and Sharing Expertise System (CI CASE)</p> <ul style="list-style-type: none"> • <p>Item 28 Criminal Investigation Connections System (CI CONNECTION)</p> <p>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 28 in RCS 1 15 30</p> <p>The records are owned by the Internal Revenue Service Criminal Investigation, National Operations Center</p> <p><i>See the attached</i></p>		

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Background:

Criminal Investigating Communities Accessing and Sharing Expertise (CI CASE) was an interactive knowledge management system designed to gather, store, and share CI's collective expertise. This tool was structured around providing Community of Practice Expertise location capabilities to assist in locating valuable information and knowledge in some of CI's most complex program areas. This system was deactivated in December, 2008 and replaced with a collaborative/analytical SharePoint Site (see below) and renamed CI Connections. All of the information in CI CASE was migrated to CI Connections.

To bridge a gap in Investigative Analytics, the CI Connections application currently provides CI users the ability to conduct federated searches across several CI SharePoint site repositories for all CI official policies and procedures. This system will be enhanced to provide interactive knowledge management to gather, store, and share CI's collective expertise. This tool will be structured around providing Community of Practice Expertise location capabilities to assist in locating valuable information and knowledge in some of CI's most complex program areas.

Criminal Investigation Connections System (CI CONNECTIONS) – Formerly, Criminal Investigating Communities Accessing and Sharing Expertise System (CI CASE)

Description:

Criminal Investigating Communities Accessing and Sharing Expertise (CI CASE) was an interactive knowledge management system designed to gather, store, and share CI's collective expertise. This tool was structured around providing Community of Practice Expertise location capabilities to assist in locating valuable information and knowledge in some of CI's most complex program areas. This system was deactivated in December, 2008 and replaced with a collaborative/analytical SharePoint Site (see below) and renamed CI Connections. All of the information in CI CASE was migrated to CI Connections in July, 2009. Release 2.0 of CI CONNECTIONS -- upgrades from Sharepoint 2003 to Sharepoint 2007, provides basic personalization capabilities, and incorporates the CI CASE application functionality.

A. Inputs:

~~CI CONNECTIONS is a collaborative shared site. Inputs to CI CONNECTIONS can derive from multiple sources, including record copies of materials from case files, tax returns and associated documentation examples, spreadsheets, databases, memorandum, and other unstructured records, and manual inputs, as well as digital copies of documents from non-record sources (articles pasted from internet news agencies, documents copied from internet sources, etc.)~~

~~Disposition Not Applicable. Staff should reference the official Records Control Schedules for application of disposition and retention for source input materials that are record type.~~

IRM
1 15 30,
Item 28

NEW

GRS 20.2

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B. System Data

The CI CONNECTIONS application is a Sharepoint Site that maintains both record and non-record materials. Once inputted to the site, CI Staff use the materials as source documentation to analyze special activities, share knowledge, and collaborate. The materials are to be considered record once on the site since they are referenced and recalled by agents and staff.

Disposition TEMPORARY Delete/destroy after 5 years or when no longer needed for operational purposes, whichever is later

C. Outputs

Outputs of the CI CONNECTIONS application consist of printouts of materials culled from various Subject (Special Area and Issues) type files.

Disposition TEMPORARY Delete/destroy when no longer needed for operational purposes

D. System Documentation

System Documentation for the CI CONNECTIONS application consists of a Files Plan Layout, Standard System Operating Procedures, User Guidelines, and other related materials.

Disposition TEMPORARY Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner

E. System Documentation for Criminal Investigating Communities Accessing and Sharing Expertise System (CI CASE)

System Documentation for the Criminal Investigating Communities Accessing and Sharing Expertise System (CI CASE) consists of a System Layout, User Guide, and other related materials.

Disposition TEMPORARY Delete/destroy when superseded or 5 years after the system was terminated (December, 2008), whichever is sooner DESTROY January 1, 2014

GRS 20.5

exception to
GRS 20.11

exception to
GRS 20.11