REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
Department of the Treasury

MAJOR SUBDIVISION
Internal Revenue Service

MINOR SUBDIVISION
Criminal Investigation, National Operations Center (NOC)

NAME OF PERSON WITH WHOM TO CONFER
Daniel W. Bennett, IRS Records Officer
Marcus E. Williams
Tim R. Whittle

DATE
8/26/09

PHONE
202-435-6337
210-841-8510
859-669-2650

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 _2_ 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,

DATE
8/18/09

SIGNATURE OF AGENCY REPRESENTATIVE
Daniel W. Bennett

TITLE
IRS Records Officer
National Office, OS A RE SC
Washington, DC 20224

ITEM NO
RCS 1.15.30 for Records Control Schedule for Criminal Investigation

Future Updates

Adds new Item 28 for Criminal Investigation Connections System (CI CONNECTION) – Formerly Criminal Investigating Communities Accessing and Sharing Expertise System (CI CASE)

Item 28 Criminal Investigation Connections System (CI CONNECTION)
Sub-items

RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)

a.) Add new pointer to Item 28 in RCS 1 15 30

The records are owned by the Internal Revenue Service Criminal Investigation, National Operations Center

See the attached
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.
**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)**


*Disposition* TEMPORARY Delete/destroy when superseded or 5 years after the system was terminated (December, 2008), whichever is sooner DESTROY January 1, 2014.

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**NSN 7450-00-634-4064**

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)

Prescribed by NARA

36 CFR 1228