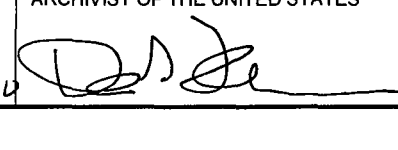
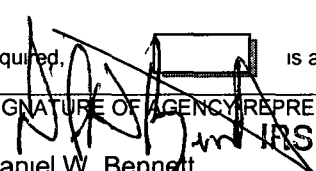


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER N1-058-09-87		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 8/28/09		
1 FROM (Agency or establishment) Department 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 Agency Wide Shared Services, Human Capital Office, Technical Support Section (AUSTIN)				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Margaret A. Coe Kimberly S Maupin		5 TELEPHONE 202-435-6337 816-268-8172 816-268-8139	DATE 8/25/09	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> 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 8/25/2009	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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>RCS 1.15.20 for Records Control Schedule for Administration/Organization Support Operational Records</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new Item 183 for <i>Work Number for Everyone System (WORK#)</i> <p>Item 183 Work Number for Everyone System (WORK#) 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 183 in RCS 1.15.20</p> <p>The records are owned by Agency Wide Shared Services, Human Capital Office, Technical Support Section (AUSTIN).</p> <p><i>See the attached</i></p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

AVE BLANK (NARA use only)

JOB NUMBER

N1-058-09-

Background:

Agency-Wide Shared Services (AWSS) develops procedures and implements policy for the Internal Revenue Service's internal Real Estate and Facilities Management (REFM), Equal Employment Opportunity (EEO) and Diversity, Human Capital Office (i.e. personnel), procurement and customer support activities. The Work Number for Everyone System (WORK#) falls under AWSS. It is an external contracted service used for employment verification by third parties for all IRS employees utilizing voice and web technology.

The WORK# system is used to verify employment by employees when employees want to purchase a car, house, etc. The information is obtained by the Human Resources Reporting Section, Payroll-Personnel Systems, and Agency-Wide Shared Services (AWSS) biweekly by running a mainframe program against the payroll database of the National Finance Center (NFC). A raw data extract is produced and copied to a compact disk, encrypted, password-protected, then mailed express mail to the TALX Corporation to import into WORK#.

Work Number for Everyone System (WORK#)

NEW

IRM
1 15 20,
Item 183

Description:

The Work Number for Everyone System (WORK#) is used to verify employment by employees when employees want to purchase a car, house, etc. The information is obtained by the Human Resources Reporting Section, Payroll-Personnel Systems, and Agency-Wide Shared Services (AWSS) biweekly by running a mainframe program against the payroll database of the National Finance Center (NFC). A raw data extract is produced and copied to a compact disk, encrypted, password-protected, then mailed express mail to the TALX Corporation to import into WORK#.

**Note - Under IRM 1 15 1, contractor maintained records of the Internal Revenue Service are to be managed in accordance with all agency rules, policies, guidelines, and Records Control Schedules of the Service.*

A. Inputs:

Internal Revenue Service individual payroll data is provided to the TALX Corporation Work# system obtained by running a data extraction program against several National Finance Center (NFC) payroll modules within their payroll/personnel system.

The NFC payroll database modules which acts as sources for the data extract are as follows:

UCFE – Unemployment Compensation for Federal Employees
Pulls current information on each employee concerning SSN, name, organization, current salary, pay status, type of appointment, job series and title.

UCFE historical Pulls cumulative totals of employee compensation (salary and awards) received for the past three years.

PAYTA – Time and attendance system Hours worked for the

GRS 10.25

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NUMBER

N1-058-09-

~~most recent pay period
PAYPERS – General employee personnel database Current health insurance coverage information
PERHIS – Personnel History Database Date of any prior separations~~

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

B. System Data:

Data in the Work Number for Everyone System (WORK#) consists of employee payroll data on all IRS employees currently on-rolls and data on recently separated employees The data on each employee includes current information on SSN, name, organization, pay status, type of appointment, hours worked, health insurance coverage, and cumulative annual employee compensation for each of the most current three years

~~Disposition TEMPORARY. Cut off at end of pay year Maintain pay on most current three years Delete/Destroy 3^d year payroll when newest entire pay year data is added to the System at the end of the 4th year. Delete/Destroy entire employee record 7 years after separation of employee from the Service~~

C. Outputs:

~~Outputs of the Work Number for Everyone System (WORK#) are available via telephone and web-based technology IRS Staff can pull up and print copies of IRS payroll data to answer inquiries regarding employment status and pay~~

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

D. System Documentation

System Documentation for the Work Number for Everyone System (WORK#) consists of user instructions, 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 20.11