
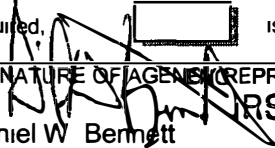


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-09- 89	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 8/28/09	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Wage and Investment, Customer Account Services, Correspondence Imaging		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Steve N Rayos Jr Jack D Mayfield	5 TELEPHONE 202-435-6337 512-460-4513 972-308-7836	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>3</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 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new Item 78 for <i>Correspondence Imaging System (CIS)</i> <p>Item 78 Correspondence Imaging System (CIS) 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 78 in RCS 1.15.19</p> <p>The records are owned by Wage and Investment, Customer Account Services, Correspondence Imaging and processed by the Martinsburg Computing Center (ECC-MTB).</p> <p><i>See the attached</i></p>		

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~~CIS interfaces with the systems via the Integrated Data Retrieval System (IDRS). IDRS communicates via a set of IDRS command codes that are executed as server side calls, as well as, through the IDRS terminal emulation session. These commands gather information from TIF, Master File and CFOL Databases. CIS also interfaces with the SACS system to authenticate users and to leverage their security model. Additionally, CIS images IRS internally generated transcripts and notices that ultimately become case work for Adjustments CSRs.~~

GRS 20

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

**Note – CIS outputs are retained in the recipient systems as the official records.*

D. System Documentation

System Documentation for the Correspondence Imaging System (CIS) 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.

Exception to
GRS 20.11

hat115-109

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

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA
36 CFR 1228