REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	LEAVE BLANK (NARA use only) JOB NUMBER **N1-058-09-93**
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10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 Small Business/Self Employed, Communications- Liaison & Disclosure, Governmental Liaison & Disclosure, Data Services	
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Judy F Krebs 5 TELEPHONE 202-435-6337 502-420-1621	DATE 13 Jan 10 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 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,

[redacted] is not required, [redacted] is attached, or [redacted] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/25/2009	Daniel W Bennett IRS Records Officer	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB) **Future Updates:** • **Adds new Item 76 for *Electronic MFTRA System (ELC MFTRA)*** **Item 76 Electronic MFTRA System (ELEC MFTRA)** **Sub-Items** • **a. Inputs b. Outputs c. Data d. Systems Documentation** **RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)** **a.) Add new pointer to Item 76 in RCS 1.15.19** **The records are owned by Small Business/Self Employed, Communications- Liaison & Disclosure, Governmental Liaison & Disclosure, Data Services and processed by the Martinsburg Computing Center (ECC-MTB).** ***See the attached***		

Background:

Electronic MFTRA Requests (ELEC MFTRA) programs are automated research tools that were developed to mass order Master File Tax Account (MFTRA) data in a batch mode from the Enterprise Computing Center –Martinsburg (ECC-MTB) The data received is delivered in its raw form or can be customized to meet the needs of its customer The California Franchise Tax Board is the main user of the system.

ELEC MFTRA provides the California Franchise Tax Board with a variety of account transcripts ordered via Command Code MFTRA FTB completes electronic transcript requests, which arrive at the Fresno campus via File Transfer Protocol. The requests are merged with internal requests, processed overnight in Memphis, and the merged file is returned to Fresno the following day FTB requests are sorted out of the merged file, reviewed by IRS Disclosure, and transferred to FTB in Sacramento via FTP. Disclosure removes any transcripts that contain data not appropriate to share with the state (e g , criminal activity indicators). FTB receives transcripts in a 48-hour turnaround, instead of the normal 6-8 week processing timeframe for manual requests, IRS saves resources by automating a process which otherwise would require individual requests processed manually

IRM 1 15 19, Item 76

NEW

Electronic MFTRA System (ELEC MFTRA)

Description:

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A. Inputs:

Inputs to the Electronic MFTRA System (ELEC MFTRA) 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

GRS 20 2b

B. System Data:

The Electronic MFTRA System (ELEC MFTRA) is not a stand alone system Information Returns Processing sends requests from the California Franchise Tax Board (FTB) to the Individual Master File (IMF) and Business Master File Transcripts are pulled, developed to ASCII format text file and transmitted via Secure Object Transfer The ELEC MFTRA stores copies of these files in a secured repository for a short period of time

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

C. Outputs:

After the data is received and reformatted, an output file of taxpayer data is created for the States of California Franchise Tax Board (FTB). The output files are then transmitted via Secure Data Transfer

Disposition. Not Applicable The Internal Revenue Service transmits the files to a third party state No additional copies of the files are maintained. The State can re-submit their request if there is additional information required for their audit and other purposes for the transcript materials

D. System Documentation

System Documentation for the Electronic MFTRA System (ELEC MFTRA) 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 GKS 20.11a(1)