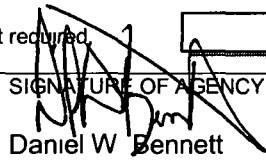


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-058-09-100</b>		
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>9/14/09</b>		
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 Wage and Investment, Customer Account Services, Service Center Accounting and Deposit Section				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Elizabeth R Genco Tommy L Hunt Connie F Chavez (MITS)		5 TELEPHONE 202-435-6337 215-516-7104 202-283-2351 512-460-7714	DATE <b>12/16</b>	ARCHIVIST OF THE UNITED STATES <b>D. S. Ke</b>
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> page(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 <b>9/9/2009</b>	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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><b>RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)</b></p> <p><b>Future Updates:</b></p> <ul style="list-style-type: none"> <li>• Adds new Item 83 for <i>Unidentified Remittance File System (URF)</i></li> </ul> <p><b>Item 83 Unidentified Remittance File System (URF) Sub-Items</b></p> <ul style="list-style-type: none"> <li>• a. Inputs b. Outputs c. Data d. Systems Documentation</li> </ul> <p><b>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</b></p> <p>a.) Add new pointer to Item 83 in RCS 1.15.19</p> <p>The records are owned by the Wage and Investment, Customer Account Services, Service Center Accounting and Deposit Section and processed by the Martinsburg Computing Center (ECC-MTB).</p> <p><i>See the attached</i></p>			

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**Background:**

*When there is insufficient information to properly apply credits to a taxpayer's account (e.g., when a taxpayer does not claim a payment and/or the correct taxpayer cannot be located), funds may be transferred to the Unidentified Remittance File (URF — 4260 Account) or the Excess Collections File (XSF — 6800 Account). If a return is later filed claiming those payments, it may be necessary to request a transfer to move the payments from URF or XSF to the Master File.*

*Both the XSF and URF Systems are known as "Sister" Systems because the function they provide is very similar. However, the Unidentified Remittance Accounts (URF) are remittances that are received, but cannot be immediately identified, applied, or associated to a specific taxpayer, and/or tax period. Excess Collections (XSF) accounts are remittances that cannot be applied to a taxpayer account and must be accounted for as excess collections (e.g., conscience money and voluntary contributions to reduce the national debt).*

**Unidentified File System (URF)**

**Description:**

Unidentified Remittance File (URF) controls remittances that cannot be applied to a taxpayer account and must be accounted for as excess collections (i.e., conscience money and voluntary contributions to reduce the national debt). The URF system is part of the Integrated Data Retrieval System (IDRS) processing Command Codes support the URF function. For the purpose of the IDRS investment definitions (E300, FISMA, Security Certification & Accreditation (C&A), the following subsystems are within the boundary of the IDRS application: Unidentified Remittance File and the Excess Collection File. Unidentified Remittance File-Excess Collection File Data Store (URF-XSF DS) contains three different account types, which are 4620 Accounts (Unidentified Remittance), 6800 Accounts (Excess Collections), and 9999 Accounts (Revenue Clearance Accountability). Unidentified Remittance Accounts are remittances that are received, but cannot be immediately identified, applied, or associated to a specific taxpayer and/or tax period.

**A. Inputs:**

The Unidentified Remittance File System (URF) is part of the Integrated Data Retrieval System (IDRS). Inputs to the file derive from transfers of data from the IDRS and manual inputs by IRS staff working Excess Collection Cases (Note - Unidentified Remittances are considered excess collections).

*Disposition TEMPORARY Delete/destroy any cached transmission files after successful entry and verification into the Unidentified Remittance File.*

IRM  
1.15.19,  
Item 83

NEW

GRS 20.2

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**B. System Data:**

System data in the Unidentified Remittance File System (URF) contains all Individual Master File, Business Master File, and Non Master File remittances which are received and cannot be positively identified. Each record within the file contains the UR Control Number, amount, type of payment/remittance, status code, 3731(C) notice indicator, name, address, Social Security Number/Employer Identification Number (if known), type of remittance, received date, check or money order number, telephone number, bank name, taxpayer's name and address, taxpayer's identifying number and available payment and follow-up information. It also contains, for information purposes only, a record of all doubtfully applied ES credits (TC 660). Each ES record will contain the taxpayer's name, address, type of payment, SSN/EIN, tax period, received date, money amount, TC 660, and the transaction DLN. The status code is ESAP.

The IDRS URF contains four separate files on disk. These files are the UR Name File, UR Amount File, UR TIN File and UR Control Number File. (NOTE: The UR TIN File stores data but cannot be used to retrieve information.) The paper file will contain history sheet, the document, correspondence, photocopy of remittance, etc. Subsequent IDRS activity with the URF is automatically recorded by the computer, and, if appropriate, balance amounts are also adjusted, thus becoming the official URF. A record will be removed from the open file at the time the case is closed on IDRS.

*Disposition TEMPORARY Cut-off all closed Unidentified Remittance Files at the end of each processing year Delete/Destroy 7 years after data last entry on the case*

**C. Outputs:**

The Unidentified Remittance File System (URF) outputs support management of the Unidentified Remittance Program and Excess Collection Program. Outputs include the Daily Inventory Analysis Report, Monthly Inventory Analysis Report, the Dropped Listing, and the Dropped Listing (IRACS Function Copy).

*exception to  
GRS 20.5*

**1. Daily Inventory Analysis Report**

*Disposition. TEMPORARY Delete/destroy after End-Of-Month Balancing Operations have been completed*

**2. Monthly Inventory Analysis Report**

*Disposition. TEMPORARY Cut off at end of processing year Delete/destroy 18 months after cutoff, or one year after internal audit of operations and accounts, whichever is earlier*

**3. Dropped Listing**

*Disposition TEMPORARY. Cut off at end of processing year Delete/destroy 7 years after cutoff*

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**4. Dropped Listing (IRACS Function Copy)**

*Disposition TEMPORARY Delete/destroy 60 days after printing of Listing*

**D. System Documentation**

System Documentation for the Unidentified Remittance File System (URF) consists of code listings, 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  
GDS 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