<table>
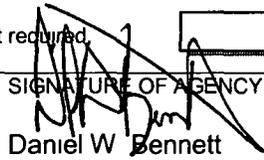<tr><td colspan="2">**REQUEST FOR RECORDS DISPOSITION AUTHORITY**
(See Instructions on reverse)</td><td colspan="2">**LEAVE BLANK (NARA use only)**
JOB NUMBER

N1-058-09-/00</td></tr>
<tr><td colspan="2">TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001</td><td colspan="2">DATE RECEIVED

9/14/09</td></tr>
</table>

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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10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 Wage and Investment, Customer Account Services, Service Center Accounting and Deposit Section	

<table>
<tr><td>4</td><td>NAME OF PERSON WITH WHOM TO CONFER
Daniel W Bennett, IRS Records Officer
Elizabeth R Genco
Tommy L Hunt
Connie F Chavez (MITS)</td><td>5 TELEPHONE
202-435-6337
215-516-7104
202-283-2351
512-460-7714</td><td>DATE

13/1/10</td><td>ARCHIVIST OF THE UNITED STATES

[signature]</td></tr>
</table>

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 __3__ 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,

▮ is not required,	▮ is attached, or	▮ has been requested

DATE 9/9/2009	SIGNATURE OF AGENCY REPRESENTATIVE *[signature]* IRS Records Officer 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

	RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB)
	
	Future Updates:
	
	  • **Adds new Item 83 for *Unidentified Remittance File System (URF)***
	
	Item 83 Unidentified Remittance File System (URF) 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 83 in RCS 1.15.19
	
	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).
	
	See the attached		

| IRM
1.15 19,
Item 83 | **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 URP 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. | NEW

GRS 20.2 |

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

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 GRS 20.11

hat115-109

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PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228