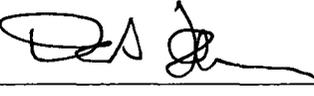


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-58-10-3</b>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>10/1/09</b>	
1 FROM (Agency or establishment) Department of the Treasury		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Modern Information Technology Services (MITS)			
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (RIM Program) Cindy Faulkner (MITS-ITAMS)	5 TELEPHONE NUMBER (202) 435-6308 (512) 460-7821	DATE <b>6 April 10</b>	ARCHIVIST OF THE UNITED STATES 
6 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 needed now for the business for 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <b>9/28/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE  <b>IRS Records Officer</b>		TITLE
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  RCS 1.15.17 Records Control Schedule for Information Technology  <b>Item 23, Information Technology Assets Management System (ITAMS)</b>  <i>*RCS 1.15.35 Tax Administration Electronic Systems</i>  Add pointer to Item 23 in RCS 1.15.17.  IRM 1.15.35 is a cross-walk of electronic systems to Official IRS Records Control Schedules.  <b>See attached.</b>	9 GRS OR SUPERSEDED JOB CITATION  <b>N1-58-97-4, Item 23</b>	10 ACTION TAKEN (NARA USE ONLY)

**1.15.17, Item 23  
Information Technology Assets Management  
System (ITAMS)**

**Background:**

*The Information Technology Assets Management System (ITAMS) replaces the Integrated Network and Operations Management System (INOMS).*

*ITAMS is used to satisfy Federal Property Management Regulations that require agencies to maintain accurate inventories of all property assets. All assets that meet IRS's threshold requirements are bar coded and entered into the ITAMS System. The basic threshold for Non-IT assets is \$5,000 or greater on IRS owned assets, \$1,000 or greater on high-risk assets (LCD projectors, digital cameras, TV's, VCR's, etc ), and control of all leased items regardless of cost. Current policies and procedures in effect require a full Agency-wide inventory of all assets that meet the required threshold each fiscal year.*

*ITAMS consists of two primary modules, AssetCenter and ServiceCenter. Once logged into these modules, users may view tickets and assets assigned to him or herself, or to groups to which they are assigned.*

*AccessCenter (web) is used to query asset information in the database via the webpage (i e bar code, model type)*

*ServiceCenter (web) users provide information on the webpage to request services. Users can perform queries on any information within the ticket. Users query the database via the webpage by various data fields based on their security profile.*

**Description:**

ITAMS maintains the complete inventory of IRS IT and non-IT assets, computer hardware and software. It is used to track the full life cycle of IT and Non-IT equipment from acquisition to disposal. It is also the reporting tool for problem management with all IRS developed applications.

**A. Inputs:**

Inputs from various electronic IRS sources including, employee contact and profile data from the Corporate Authoritative Directory System (CADS) and Employee Connection (EC), computer hardware-related data from the Tivoli database (IBM Federated Identity Manager) and procurement requests from the Web Requisition Tracking System/Integrated Procurement System (Web RTS/IPS).

System operators can also manually enter data, as necessary.

**Disposition:** Temporary. Delete when superseded or obsolete or when no longer needed to support the reconstruction of the master file, whichever is later. Recordkeeping copies of this data are appropriately scheduled under other authorities for IRS property, procurement and personnel series/systems.

GRS 20.2

**B. System Data:**

ITAMS consists of two primary modules, AssetCenter and ServiceCenter (each containing an audit trail of operations).

1. *AssetCenter.*

Establishes Information System (IS) property ownership, management and control throughout the IRS to include: acquisition, receipt, installation, modification and/or movement, maintenance and disposal of all IS property. At a minimum, IT equipment information must include assignment, barcode, serial number, building code, cost center, system name, computer name or device ID, and contact name.

ITAMS also provides a centralized database of all non-IT personal property that meets IRS's inventory threshold. Non-IT assets inventoried on ITAMS are those assets with an acquisition cost of \$5,000 or more, all high risk designated property with an acquisition cost of \$1,000 or more, all leased property, and all motor vehicles owned and leased, other than those investigative motor vehicles controlled by Criminal Investigation. Property items are controlled on the database by barcodes, and other identifying information.

**Disposition:** Temporary. Delete 3 years after equipment disposal.

2. *ServiceCenter*. A trouble ticketing tool that supports all types of system, network, and operational problems. ITAMS ServiceCenter provides a repository for all enterprise help desk related problem-solving activities, which tracks the complete life cycle of the trouble ticket including the Open, Re-Open, Update, Resolve, and Closed tickets.

**Disposition:** Temporary. Delete 3 years after date of problem resolution.

**C. Outputs:**

Information reports, program-related reports, and ad hoc reports and queries relating to assets, equipment, and trouble tickets, as assigned. ITAMS also shares asset, incident and change management data with other IRS systems such as, Graphic Database Interface (GDI) and SPEC Taxpayer Assistance Reporting System (STARS).

**Disposition:** Temporary. Destroy/Delete when no longer needed for administrative, legal, audit or other operational purposes, whichever is later.

**D. System Documentation:**

System documentation includes Functional Specification Package, codebooks, and user guide.

**Disposition:** Temporary. Destroy/Delete when superseded or 5 years after the system is terminated, whichever is sooner.

GRS 20.5

exception to  
GRS 20.11