REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	LEAVE BLANK (NARA use only)
	JOB NUMBER N1-58-/C-4
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	DATE RECEIVED 10/1/09

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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10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 Tax Exempt and Government Entities (TE/GE)	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Tracee Taylor (RIM Program Office) Lynn Williams (TE/GE)	202-435-6308 502-420-1596	10/Jan 10	
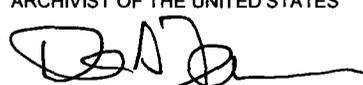
5   AGENCY CERTIFICATION

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 __4__ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE IRS Records Officer
9|28|2009	Daniel W Bennett IRS Records Officer	National Office, OS A RE L Washington, DC 20224
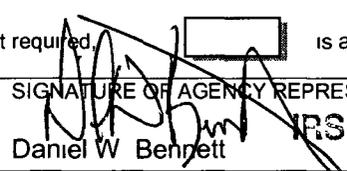
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RCS 1.15.24 *Records Control Schedule for Tax Administration – Tax Exempt and Government Entities (TE/GE)* New Items: Item 89, <u>Web-Based Employee Technical Time System (WebETS)</u> Item 90, <u>Aging Data Report</u> *** RCS 1.15.35 *Tax Administration Electronic Systems*** Add pointer to Item 89 in RCS 1.15.24. IRM 1.15.35 is a cross-walk of electronic systems to official IRS Records Control Schedules. (see attached)		

IRM 1.15.24, *Records Control Schedule for Tax Administration – Tax Exempt and Government Entities (TE/GE)*

Item 89, Web-Based Employee Technical Time System (WebETS)

Item 90, Aging Data Report

Background:

The WebETS system provides Tax Exempt and Government Entities (TE/GE) employees a Web-based application to establish cases, maintain their inventory and report their time as it is applied, enable the production of group level reports, and enable the compilation of data from all groups for the production of area reports WebETS superseded TE/GE's Technical Time System (ETS) in June 2005, when ETS was retired. TE/GE employees have an account log-in and password and are able to maintain their inventory and perform data entry to record time as it applies to each case/activity. This is a technical time reporting system used by field agents to report the time they spend on all cases as well as non-case time. This system also maintains the business unit's work plan data to enable resource management for each business unit within TG/GE in relation to stated business objectives, and provide the basis for reports generated.

Users are identified and authenticated for access to the network via a Standard Employee Identification Number (SEID) and password Access to the WebETS application is based on domain group membership. There are currently 10 domain groups (consisting of various user/manager/administrator roles), of which approximately 90% of all system users are in the Level 1 domain group: general end user with access to their own account and Form 6490 report only. TE/GE personnel use the Web-based Form 6490 to report technical time and non-technical time.

Technical time or "tech time" reporting are terms used within TE/GE to describe the reporting of time spent on predefined activities and/or projects TE/GE tech time reporting is not linked to the "payroll" time and attendance reporting process (i.e., does not impact pay or leave information). The primary reason for tech time reporting is to enable production of management

information reports that indicate how the organization is doing in relation to annual work plan objectives. This information is used in quarterly business performance reviews to the IRS Commissioner.

Item 89, Web-Based Employee Technical Time System (WebETS)

Description

The Web-Based Employee Technical Time System (WebETS) provides TE/GE employees a web-based application to establish cases, maintain their inventory, and report their time as it is applied. It enables the production of group level reports, the compilation of data from all groups for the production of reports, and creation of management information reports (MIRs).

a. Inputs:

1. Employee data electronically received from IRS Corporate Authoritative Directory Service (CADS).

Disposition: *Not Applicable.* CADS is a look-up that is performed when a user who is in an authorized domain group accesses the "Add New User" screen and enters his/her SEID. The button titled "Get User's Info" activates the look up to CADS and the screen refreshes with the name, grade and email address that matches the SEID requested. This is the only visible interaction through the user interface that is performed by CADS, which is non-recordkeeping.

GRS 20.2

2. Taxpayer info from manual data entry of IRS records, filed tax returns.

Disposition: *Not Applicable.* The Official Records of individual and corporate tax data, including returns, are appropriately scheduled under IRS Records Control Schedule (RCS) 29/IRM 1.15.29. Dispositions of Exempt Organizations (EO) and Employee Plans (EP) determination data are covered by other authorities under RCS 24/IRM 1.15.24.

GRS 20.2

b. System Data:

1. Case and Time Management Database.

Case information includes case name and grade, activity/project codes, tax year, date opened, months in process and time applied to a case, open/closed status indicator, and taxpayer ID. Other information consists of TE/GE user identification and contact information, and Form 6490 data used to report daily hours expended on all work assignments and leave.

Disposition: Temporary. Cut off at end of the fiscal year. Delete 7 years after cutoff.

2. Audit Log Database.

Disposition: Temporary. Cut off at end of the fiscal year. Delete 7 years after cutoff, or when no longer needed for operational purposes, whichever is later.

c. Outputs:

The principal product of this system is a monthly time report containing case and time listings of technical personnel. At the individual level, this is a standardized report Form 6490, *EP/EO Technical Time Report*

Disposition: *Not Applicable.* Recordkeeping copies of this Report were previously approved for destruction 2 years after the end of the year under Job No. NC1-58-77-10. See IRM 1.15.24, Item 82.

Note: On a monthly basis the combined data for each division in TE/GE is exported to a monthly summary report (Aging Data Report) and provided to TE/GE management for monitoring purposes. This report is maintained/disposed of in accordance with IRM 1.15.24, Item 90.

d. System Documentation:

System documentation consists of the WebETS Concept of Operations, Requirements Document, Configuration Management Plan, System Security Plan, Information Technology Contingency Plan, User Guide and Administrator Guide.

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| 2 | **Disposition:** Temporary. Destroy/Delete when superseded or 5 years after the system is terminated, whichever is sooner.

Item 90, Aging Data Report

Monthly summary by business unit of time applied during cycle to each case/inventory item by employee. Employee information in each report includes: agent name (first and last); SEID; position code; grade and group number. For return (examination)/application (determination) items information includes: Taxpayer/Plan Name; Taxpayer Identification Number; Plan number (where appropriate); Tax/Plan Period; Activity Code; Project Code; Beginning, Current, Open and Closed hours by case; Assigned and Status 12 (Opened) dates; and Transfer Hours.

Disposition: Temporary. Cut off at end of the fiscal year. Destroy 5 years after cutoff. | *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