

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER N1-58-10- 12		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <i>2/1/10</i>		
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)				
3 MINOR SUBDIVISION Small Business/Self-Employed (SB/SE) Collection, Planning & Analysis				
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith (Records POC) Robert Kyle (BU POC, 816-966-2423)		5 TELEPHONE (703) 565-3120	DATE <i>1/27/2010</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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>1</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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested				
DATE <i>1/27/2010</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W Bennett		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Update to IRM 1.15.28 for Collection, Item 135 See attached. Background: The SBSE Collection, Planning, and Analysis staff collects taxpayer information requested from a credit bureau vendor for review. This information is accessed by the Credit Bureau Analyst and the Collection Automation Coordinator, and various headquarters personnel as needed, and can be retrieved by name, SSN, or requestor ID. Information in the series includes a spreadsheet with imbedded documents such as letters and/or memos for use by headquarters employees. The proposed disposition is in accordance with the amount of time the Credit Bureau agencies keeps their related record information.			

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IRM 1.15.28, Item 135

Credit Bureau Audit Records

Records include spreadsheets that contain taxpayer information such as Taxpayer Name, SSN, Date pulled, Tracking, User ID, Credit Report reference number, issues, comments, IDRS Research, and additional Research completed Also included may be imbedded documentation such as supporting letters and/or memos for use by management officials

Disposition: Cut off annually, Delete/Destroy 7 years after cutoff