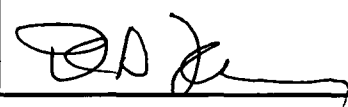
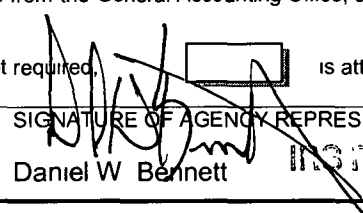


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-58-10- 2</b>		
1 FROM (Agency or establishment) <b>Department of the Treasury</b>		DATE RECEIVED <b>10/7/10</b>		
2 MAJOR SUBDIVISION <b>Internal Revenue Service (IRS)</b>		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 <b>Wage &amp; Investment</b>				
4 NAME OF PERSON WITH WHOM TO CONFER <b>Stephanie Griffith Gayle Erion</b>		5 TELEPHONE <b>(703) 565-3120 (859) 669-5587</b>	DATE <b>April 12</b>	ARCHIVIST OF THE UNITED STATES 
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>2</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 <b>9/27/2010</b>	SIGNATURE OF AGENCY REPRESENTATIVE  <b>Daniel W Bennett</b>		TITLE <b>IRS Records Officer National Office, OS A RE RIM Washington, DC 20224</b>	
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<b>1.15.29 Records Control Schedule for Submissions Processing Campus Records</b>  <b>*Add: 1.15.29, Item 184 Payment Tracers Database to include:</b>  <b>A. Inputs B. System Data C. Outputs D. System Documentation</b>			

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

N1-58-10- 2

**Background**

Payment Tracers (PT) Database is used to allow users in the Hardcore Payment Tracers (HCPT) Units in the accounting areas to research payments from Error Resolution (ERS) processing using taxpayer identification number (TIN) changes, control payment tracers cases, submit document locator numbers (DLN) electronically to Enterprise Computing Center-Martinsburg (ECC-MTB) for research against the Master File, view the returned ECC-MTB DLN research data, and print various reports used by the HCPT Units

**A. Inputs**

Information is input into Payment Tracers through various processes, including ingesting data from the Error Resolution System (ERS), Master File extracts, and through manual input from IRS employees working a case. Information includes taxpayer information from Form 4446, *Payment Tracer Research Record* (previously scheduled under N1-058-94-4, Item 28), employee user information and comments about the case

GRS 20, Item 2(b)

**Disposition: TEMPORARY. Delete when data has been entered into the master file or database and verified, or when no longer required to support reconstruction of or serve as backup to, a master file or database, whichever is later.**

**B. System Data**

Payment Tracers is used to locate a missing or misapplied payment made by a taxpayer

NEW

1 The system collects Payment Case information such as taxpayer identification numbers (original and new), payment information (date, Bank, amount), tax period, transaction data. The system also includes employee user information such as Name, Login ID, phone #, assigned work site and comments about each case

**Disposition: TEMPORARY. Delete/Destroy when 1 year old.**

2 The system also includes Document Locator Number (DLN) research information to be used to track open cases

**Disposition. TEMPORARY. Cut off when case is closed. Delete/Destroy when 20 years old.**

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

**N1-58-10-2**

**C. Outputs**

Payment Tracers generates ad hoc, optional reports

**Disposition: TEMPORARY. Delete/Destroy when no longer needed for legal, audit or other operational purposes.**

**D. System Documentation:**

Owners Manual, User Manual, Data Dictionary, Software Design Description, Software Requirements, et al

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

NEW

GRS 20.5

NEW

exception to  
GRS 20.1