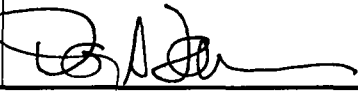
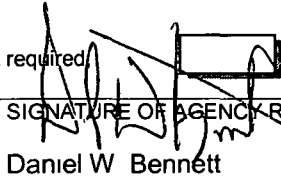


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-58-10-6	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 11/12/10	
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Wage & Investment			
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith Hildi Grysiak	5 TELEPHONE (703)565-3120 313-234-1115	DATE 11/12/10	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>3</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 11/3/2010	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W Bennett IRS Records Officer		TITLE IRS Records Officer National Office, OS A RE L RIM 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	IRM 1.15.29, Records Control Schedule for Submissions Processing Campuses *Add Item 39 Notice Delivery System (NDS) Add new: A. Inputs B. System Data C. Outputs D. System Documentation		

REQUEST FOR RECORDS DEPOSITION AUTHORITY
(See Instructions on reverse)

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

N1-58-10-

BACKGROUND

Notice Delivery System (NDS) is an IRS application within the Wage and Investment division that provides a more efficient mail processing function. NDS enables faster processing of taxpayer notices, higher levels of postal discount, and meets critical print site mailing requirements for sending multiple notices to taxpayers. The system tracks domestic certified and return receipt request mail and returns information on delivery status, such as delivered, refused, and returned to sender. The system serves as a print system that generates notices from IRS Correspondence files to taxpayers.

A. Inputs

The United States Postal Service sends files to NDS containing the results of mail delivery including information such as electronic file header record ID, electronic file type, electronic file number, date of mailing, time of mailing, entry facility, payment account number, method of payment, Post Office of Account ZIP code, Database Security Audit System (DSAS) Confirmation number, pickup requested indicator, Postal Service Electronic File Version Number, unique developer ID code, shipping/manifesting software's product version number, file record count, filler, Electronic File Detail Record ID, class of mail, package identification code, destination information and other tracking information for the certified and registered mail delivery.

GRS 20.2

Disposition: TEMPORARY. Delete/Destroy when no longer needed for business.

B. System Data

1 IRS notices sent via mail to taxpayers

Disposition: TEMPORARY. Delete 10 days after mail date.

2 Certified Mail data including a record of certified mail numbers and USPS delivery information held in the Certified Mail Repository portion of NDS

Disposition: TEMPORARY. Delete 12 years after processing year.

C. Outputs

Outputs consist of printed notices mailed to taxpayers, and are considered non-record

REQUEST FOR RECORDS DISPOSITION AUTHORITY
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~~No Disposition necessary.~~

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.**

GRS 20.5

Exception to
GRS 20.11