
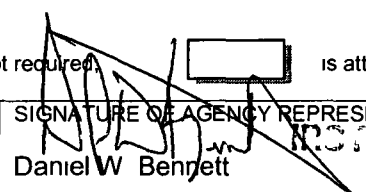


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-58-11- 11	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 2/9/11	
2 MAJOR SUBDIVISION Internal Revenue Service		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Small Business/Self-Employed (SBSE)			
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (REFM-Records) Anna Daddazio (SBSE)		5 TELEPHONE 202-435-6308 510-637-3122	DATE 11/20/12
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> 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, [redacted] is not required, [redacted] is attached, or [redacted] has been requested		ARCHIVIST OF THE UNITED STATES 	
DATE 2/2/2011	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W Bengett		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RCS 1.15.28, Records Control Schedule for Collections Update: 1.15.28 <u>New Item 158</u>, Online Payment Agreement (OPA) (see attached)		

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1.15 28 New Item 158, Online Payment Agreement (OPA)

Background.

The Online Payment Agreement (OPA) is an Integrated Customer Communications Environment (ICCE) Web Applications (Web Apps) applet that allows approved taxpayers to conduct payment agreement activities on-line

The applet was developed in response to an increase in the number of requests for Online Payment Agreements and the limited number of resources available. Requesting and complying with a payment agreement generates questions and contacts – by phone, mail and walk in – but most require limited human interaction, if at all (only an estimated 10% payment agreements require full manual processing). OPA was designed to alleviate issues with the old payment agreement process and provide taxpayers with a real-time web-based application for performing the following capabilities

- *Set up and secure approval for payment agreements online*
- *Provide a financial analysis tool to target realistic payment amounts*
- *Identify and authenticate valid users*
- *Enter levy source information (e.g., bank and employer information)*
- *Permit Power of Attorney (PoA) to establish an agreement on behalf of the taxpayer*
- *Verify address and phone information on record*
- *Select method of payment*
- *Validate user inputs as specified in the OPA Functional Requirements*
- *Provide ability to save sessions before logging out*

Users of OPA may obtain the link to OPA from the Web site IRS.gov. Users are required to enter some combination of self-authenticating answers to secret questions to verify their identity. No access to the OPA applet is allowed without first authenticating.

Description

The Online Payment Agreement (OPA) is an Integrated Customer Communications Environment (ICCE) Web Applications (Web Apps) applet that allows approved taxpayers to conduct payment agreement activities on-line

A. Inputs

OPA obtains taxpayer information from databases IDRS (Integrated Data Retrieval System) and CFOL (Corporate Files Online), including taxpayer identification number (TIN), individual taxpayer identification Number (ITIN, used for non-US citizens that work and pay taxes in the US), social security number (SSN), date of birth, bank name, address and account information, employer information, proposed payment amount and schedule, and Adjusted Gross Income

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(AGI) from prior year tax return. Once on-line, taxpayers are prompted to identify a tax payment plan and amount

Disposition: Temporary Delete/Destroy any (taxpayer-entered) cached input files and data immediately following validation of receipt by the system. The data repositories and warehouses of all other source data are appropriately scheduled under other Records Control Schedules of the Internal Revenue Service

GRS 20.2

B. System Data (Master Files):

Contains data from taxpayer payment agreement sessions, including levy source information, power of attorney (POA) agreements, taxpayer contact information, method of payment and payment schedule, and approval notification

Disposition: Temporary Taxpayers have read, write, and edit access to the front-end web server for his/her own tax information. If the taxpayer does not save his/her progress in the system, the data is removed from the OPA web-based application when the WebSphere session times out. If the taxpayer chooses to save his/her progress within OPA before completing the payment agreement, the taxpayer has two weeks to finish the online payment agreement, at which time an automatic data removal process occurs. All completed OPA sessions are updated to the Master File for recordkeeping purposes

C. Outputs

a A Master File update occurs at the close of each OPA session

Disposition. Temporary Delete after successful entry and capture by the Individual Master File System, which is appropriately scheduled under IRM 1 15 29

filing instruction

b OPA sends all of its business layer outbound responses (details of taxpayer payment agreement) to Security Audit and Analysis System (SAAS)

Disposition: Temporary. This data is appropriately scheduled in accordance with SAAS. A request for a 7-year retention period for SAAS audit data has been submitted to NARA for approval. When approved, the disposition authority will be published in IRM 1 15 19

filing instruction

D. System Documentation.

Includes system development documentation as required by the Enterprise Life Cycle, such as system specifications, codebooks, records layout, and user guide

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

exception to GRS 20 11