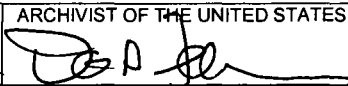
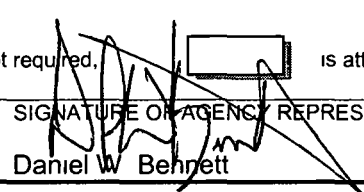


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)		
		JOB NUMBER <p style="text-align: center;">N1-058-11- 13</p>		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <p style="text-align: center;">4/5/11</p>		
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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				
3 MINOR SUBDIVISION Small Business Self-Employed (SBSE)				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett		5 TELEPHONE (202) 283-9359	DATE 6 Sept 12	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>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,				
<p style="text-align: center;"> <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested </p>				
DATE 3/30/2011		SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W Bennett		
		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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 1.15.28, Records Control Schedule for Tax Administration - Collection New Items for Collection Activity Reports Items 10(f)34 - 47 <u>Background</u> <i>Collection Activity Reports (CAR) extracts data from Integrated Data Retrieval System (IDRS) and produces management information reports reflecting activity associated with Taxpayer Delinquent Account (TDA) and Taxpayer Delinquency Investigation (TDI) issues and installment agreements</i> <i>CARs provide managers timely and reliable information to help plan, budget and evaluate their operations and programs</i> <i>The entire suite of Collection reports are often referred to as the CAR reports. Some of these reports are based on IDRS (the actual CAR reports), some are Master File based, and others are manually run through other programming, such as ENTITY, or manually input. You need to have the software, Monarch Report Explorer, installed on your PC in order to read the reports, as they are compressed reports in a "PRF" format (PRF = Portable Reports File)</i> <i>The actual CAR (IDRS based) reports are the Balance Due Notice, the TDA (Taxpayer Delinquent Account), the Installment Agreement, the Pending Installment Agreement, TDI (Taxpayer Delinquency Investigation), the TDA Type Assessment and the Return Delinquency Notice reports</i>			

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The major or more popular Master File Reports are the Delinquent return Activity Report (Delinquent returns which a Collection function secured, or had something to do with the securing), The Currently Not Collectible Report (the inventory and activity of Balance Due accounts which were determined to be Currently Not Collectible) and the various Yield Reports (reports on money collected, or credits, on Balance Due accounts regardless of whether they are actively assigned to a collection function or not)

Each of these reports is designed to reflect, or report on, specified features of the IRS Collection functions or initiatives For example, some report on TDA activity, others report on TDIs, Balance Due notices, Delinquent Return Activity, Collection Workload Indicators and Time Reporting and so forth Some are for specific programs such as Offer in Compromise, Federal Payment Levy Program (FPLP), Bankruptcy programs, State Income Tax Levy Program (SITLP) and so forth There are reports that focus on just IMF, some on just BMF, those at deferral levels, and so forth

The reports may vary in size from as little as one page to over 4000 pages Data on these reports may be highlighted, copy and pasted into spreadsheets or documents They may also be printed You should use the print button located on the Monarch Report Explorer view of the reports and not the browser print button The browser Print button will print the entire report, whereas the one in the Monarch Report Explorer view allows you to print all or just sections or pages of the reports

IRM 5 2 4 provides a page by page, column by column and line by line explanation of the major large and more popular reports

1.

Item 10(f)34 – BMF (Form 941) Cycling Impact Report, Report Symbol NO-5000-17

Description

The report provides an overview of delinquent check timing factors for Form 941

Disposition:

Destroy after 10 years from the server

Destroy after 20 years from the CD-ROM

Note: *Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle*

REQUEST FOR RECORDS DISPOSITION AUTHORITY
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JOB NUMBER

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2.

Item 10(f)35 – IMF Report of Queue Reminder Notices, Report Symbol NO-5000-233

Description:

The report provides information on issuances and subsequent credits on IMF queue reminder notices (CP 71C)

Disposition:

Destroy after 10 years from the server

Destroy after 20 years from the CD-ROM

Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle

3

Item 10(f)36 – BMF Report of Queue Reminder Notices, Report Symbol NO-5000-234

Description:

The report provides information on issuances and subsequent credits on BMF queue reminder notices (CP 171)

Disposition:

Destroy after 10 years from the server

Destroy after 20 years from the CD-ROM

Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle

4

Item 10(f)37 – Type Assessment Monthly Report – Part 1 TDAs, Report Symbol NO-5000-241

Description:

The report provides an overview of common TDA activity such as issuances, dispositions, credits, and inventory

Disposition:

Destroy after 10 years from the server

Destroy after 20 years from the CD-ROM

Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle

5. **Item 10(f)38 – Type Assessment Cumulative Report – Part 1 TDAs, Report Symbol NO-5000-242**
- Description.**
- The report provides an overview of common TDA activity such as issuances, dispositions, credits, and inventory
- Disposition:**
Destroy after 10 years from the server
Destroy after 20 years from the CD-ROM
- Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle*
6. **Item 10(f)39 – Federal Payment Levy Program (FPLP) Weekly Inventory Report, Report Symbol NO-5000-245A**
- Description:**
- The report gives data, by Tricat code, on the weekly inventory of Active Entities with FPLP levies, the number rescinded that week and number of levies
- Disposition:**
Destroy after 10 years from the server
Destroy after 20 years from the CD-ROM
- Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle*
7. **Item 10(f)40 – Federal Payment Levy Program (FPLP) IMF Disposition and Indirect Revenue Report, Report Symbol NO-5000-246**
- Description:**
- The report shows the disposition of IMF modules that credited to FPLP and the Indirect Revenue associated with these
- Disposition:**
Destroy after 10 years from the server
Destroy after 20 years from the CD-ROM
- Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle*

REQUEST FOR RECORDS DISPOSITION AUTHORITY
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11

Item 10(f)44 – Yield Report, Report Symbol NO-5000-Yield

Description:

The report provides an overview of credits posted at the Master File on modules in a Collection status

Disposition:

Destroy after 10 years from the server

Destroy after 20 years from the CD-ROM

Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle

12

Item 10(f)45 – Installment Agreement Default Rate Report, Report Symbol NO-5000-IA Default

Description:

The report provides a default rate for installment agreements (entities) based on a rolling 12 month formula

Disposition:

Destroy after 10 years from the server

Destroy after 20 years from the CD-ROM

Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle

13

Item 10(f)46 – Balance Due Notices Report (Part 2) Notices, NO-5000-1/241 and NO-5000-2/242(CUM)

Description:

The reports cover issuances, dispositions and inventories of notice accounts, TDAs and suspended accounts

Disposition:

Destroy after 10 years from the server

Destroy after 20 years from the CD-ROM

Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES - AVOID BLANK (NARA use only) JOB NUM. N1-058-11-	
14.	<p>Item 10(f)47 – Delinquent Return Notice Monthly Report, NO-5000-3NOT and NO-5000-4NOT(CUM)</p> <p>Description:</p> <p>The reports cover issuances, dispositions and inventories of notice accounts, TDIs and pre-TDI notice accounts</p> <p>Disposition:</p> <p>Destroy after 10 years from the server Destroy after 20 years from the CD-ROM</p> <p><i>Note: Precautions should be taken to migrate the CD-ROM at least every two years to prevent potential loss of access and preserve records for the entire life cycle</i></p>		