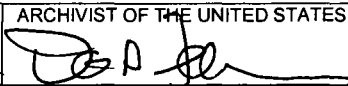
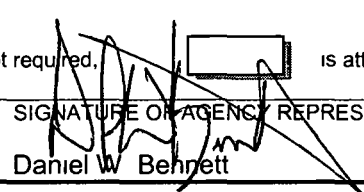


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
		JOB NUMBER <p style="text-align: center;"><b>N1-058-11- 13</b></p>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>IRM 1.15.28, Records Control Schedule for Tax Administration - Collection</b>  <b>New Items for Collection Activity Reports Items 10(f)34 - 47</b>  <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*

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JOB NUMBER

**N1-058-11-**

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*

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8

**Item 10(f)41 – Federal Payment Levy Program  
(FPLP) BMF Disposition and Indirect Revenue  
Report, Report Symbol NO-5000-247**

**Description:**

The report shows the disposition of BMF 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*

9

**Item 10(f)42 – Federal Payment Levy Program  
(FPLP) Deposit Report, Report Symbol NO-5000-  
FPLP Deposit Report**

**Description:**

The report shows the incoming payments and reversals for the FPLP program for each day of a particular month

**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*

10

**Item 10(f)43 – Federal Payment Levy Program  
(FPLP) Fee Report, Report Symbol NO-5000-FPLP  
Fee Report**

**Description:**

The report shows the feeds for payments and reversals for the FPLP program for each day of a particular month

**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 NUM.

N1-058-11-

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*

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>DO NOT WRITE IN THESE AREAS - AVOID BLANK (NARA use only)</b> JOB NUM. <b>N1-058-11-</b>	
<b>14.</b>	<p><b>Item 10(f)47 – Delinquent Return Notice Monthly Report, NO-5000-3NOT and NO-5000-4NOT(CUM)</b></p> <p><b>Description:</b></p> <p>The reports cover issuances, dispositions and inventories of notice accounts, TDIs and pre-TDI notice accounts</p> <p><b>Disposition:</b></p> <p><b>Destroy</b> after 10 years from the server  <b>Destroy</b> 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>		