REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	LEAVE BLANK (NARA use only) JOB NUMBER **N1-58-11- 24**
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	DATE RECEIVED 9/30/11
1 FROM (Agency or establishment) Department of the Treasury	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)	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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10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 *SE W CAS SP PPB DC/MM*	
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Welch Gayle Erion 5 TELEPHONE (703)565-3120 (859)669-5587	DATE JUN 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 3 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,

X is not required; ☐ is attached, or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/26/2011	Daniel W Bennett	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Campus Records **UPDATES:** ***Replace Item 97, Block Control Cards** **Sub-items** **a. Inputs b. Data c. Outputs d. System Documentation**		

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	Background: *The Batch Block Tracking System (BBTS) is owned by Wage and Investment (W&I) and used by SBSE and W&I along with any other BOD's that report production data to a WP&C BBTS provides output records for managerial reporting and overview of incoming submissions and is used for control of correspondence and tax forms received from the District Offices, Receipt & Control, all Units and Taxpayers prior and during processing BBTS uses Batch Numbers and DLN's assigned to track submissions through Error Resolution System (ERS) and Generalized Mainline Framework (GMF) The program output records provide a method of control for processing areas, including Entity The BBTS process was adopted by Entity when the Weekly Entity Control Automated Inventory Report (WeCair) system was retired in October of 2009* **Batch Block Tracking System (BBTS)**		
1	**A. Inputs** Information is input into BBTS from multiple sources The main source is from BBTS users, but information is also captured through other electronic systems and includes the type of tax returns processed through GMF, type of actions performed on tax returns based on the Function Code, function each batch should go to, and a list of authorized valid tax document codes including tax class, doc codes along with program assignments **Disposition: TEMPORARY. Delete/Destroy once data has been entered into the master file or database and verified.**	**NC1-058-82-9, Item 97** GRS 20.2	
	B. System Data Information in the system includes Document Locator Numbers, Submission Processing Center File Location Codes, tax class, document code, date blocks and batches are entered processed or deleted, block series range (000-999), Document code two-digit number that uniquely identifies individual tax document, RPS ID that identifies the type of remit for a tax return with a particular check, employee information such as User ID **Disposition: TEMPORARY. Cut off annually. Delete/Destroy 1 year after cutoff.**		
	C. Outputs		

	System generates audit data such as date and time event occurred, unique identifier user ID of the user or application initiating the event, type of event (i e add, delete, and/or modify), subject of the event (i e the user, file or other source affected) and the action taken on that subject, outcome status of the event **Disposition: TEMPORARY. Cut off at end of fiscal year. Delete 5 years after cutoff.**	exception to GRS 20.5	
	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.**	exception to GRS 20.11	