

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER N1-58-12-5		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 11/21/12		
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION Internal Revenue Service		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 (SB/SE)				
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (RIM Program Office) Joan McClean (SB/SE)		5 TELEPHONE 202-435-6308 410-962-0799	DATE 6/8/12	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>30</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, <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested				
DATE 11/9/2011	SIGNATURE OF AGENCY REPRESENTATIVE Daniel W Bennett		TITLE IRS Records Officer National Office, OS A RE L 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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 1.15.8-1 Records Control Schedule for Administrative and Organizational Records See attached updated schedule for Item 42, formerly <i>GLD Electronic Inventory Databases</i> , now <i>Electronic Disclosure Information Management System (E-DIMS)</i> (see attached)	Job No. N1-58-05-2, Item 42		

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Background:

The Electronic Disclosure Information Management System (E-DIMS) is an inventory control system that used to maintain the inventory of all casework within Disclosure (including management information reports), Governmental Liaison (GL) and Safeguards. The Disclosure case processing work of E-DIMS transitioned to the new Automated Freedom of Information Act (AFOIA) application in July 2011 (IRM 1 15 8, Item 53 will be updated for AFOIA). The GL and Safeguards portions of E-DIMS have not yet transitioned to AFOIA and as a result, E-DIMS remains operational. Some open Disclosure inventory also remains on the system.

The management information reports enable Disclosure to track case inventories in real time by group, area and employee. We were able to track requests by aging within the area/group as well as cycle time and actions taken. In addition, managers and employees were able to monitor case actions on each case to determine the timeliness of actions. E-DIMS still enables Disclosure to generate reports (of case listings by employee as well as case type), but in a more limited scope/scale. GLs still use the system to record actions with state agencies, and Safeguards tracks compliance with safeguards guidance on E-DIMS.

User access for E-DIMS depends upon permissions and roles as approved by the user's manager. Depending on the user and the role(s) assigned to the user, the system menus provide different system capabilities.

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Item 42. Electronic Disclosure Information Management System (E-DIMS). (supersedes Job No N1-58-05-2, Item 42)

Description:

The Office of Government Liaison and Disclosure (GLD) maintains electronic records in a relational database called E-DIMS, used to maintain, control, and track disclosure inventory and related information of Disclosure case workers nationwide. AFOIA has replaced the Disclosure case processing work of E-DIMS. However, Safeguards continues to use E-DIMS for inventory control of ongoing and scheduled Safeguard reviews and reports.

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(A) Inputs:

Inputs include taxpayer information (such as name, address, Social Security number, contact information), request date, and date IRS received the request. Inputs also include the initials of the caseworker assigned to work the request.

Disposition: Destroy/Delete after successful entry and verification into system master files

(B) Master Files/System Data:

(1) Recordkeeping database. The E-DIMS application maintains a number of management information reports as well as the current national Disclosure inventory (of open cases). The inventory of GL and Safeguards will remain on E-DIMS until such time as they are transitioned to AFOIA. Several features within E-DIMS such as the non-payment reports and closed case research capability will remain functional for Disclosure employees in addition to the functionality for GL and Safeguards.

Disposition: Cut off at end of processing year in which case was closed. Delete 10 years after cutoff.

Note: Once all offices transition to AFOIA, no new requests will be added to E-DIMS, only to AFOIA.

(2) Backup Tapes

Disposition: Erase/Delete when 45 days old

(3) Audit Logs

Disposition: Destroy/Delete when 6 years old.

(C) Outputs:

Outputs include reports on requesters who have outstanding debts with IRS to ensure that new requests are not processed prior to the payment being received. E-DIMS also generates ad hoc reports relevant to closed cases.

Disposition: Temporary. Destroy/Delete when no longer needed for administrative, legal, or other operational purposes.

GRS 20.2

GRS 24.4

GRS 20.1

GRS 20.5

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	<p>(D) System Documentation:</p> <p>Includes User Guides for both employees and managers</p> <p>Disposition: Temporary Destroy/Delete when superseded or 5 years after the system is terminated, whichever is sooner</p>	<p><i>exception to GRS 20.11</i></p>	