
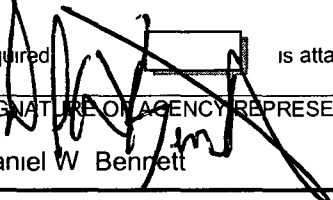


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-58-12-8	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 1/30/12	
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Small Business/Self-Employed (SB/SE)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Welch Stephanie Spence BU POC Larry Porter BU POC		5 TELEPHONE (703)565-3120 (502) 420-1553 DATE 11 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>3</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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 1/4/2012		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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 1.15.23, Records Control Schedule for Tax Administration –Examination New Item 84, Excise Records, to include A. Inputs B. System Data C. Outputs D. System Documentation for multiple electronic systems and applications. See attached.		

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BACKGROUND

Excise employs two business specific automated systems to assist in managing and meeting program goals Excise Files Information Retrieval System (ExFIRS) and the Joint Operations Center for National Fuel Tax Compliance (JOC)

ExFIRS is a set of production applications/activities which provide management information and support processes, to assess the health and direction of the Excise Tax Program ExFIRS is made up of internal applications used by Small Business/Self Employed (SB/SE) Excise employees and external applications used by the States and fuel industry. This schedule requests approval of those applications that contain IRS related information

The Joint Operations Center for National Fuel Tax Compliance (JOC) is used to assist the IRS and its partner states with detecting and tracking trend activities that have an ultimate bearing on the collection of fuel excise taxes.

These systems are used by Excise Tax Fuel Compliance Officers, Revenue Agents, Managers, and program support users The systems may also be accessed by state employees or IRS contractors

1.

ExFIRS

All information **input** into ExFIRS applications relates to the administrative or technical enhancement of excise tax compliance such as fuel transaction reports, information collected through the Dyed Diesel Program, and Form 637 Registration information Additional information includes Examination Returns Control System (ERCS) downloads, Master File and non-Master File filed return information specific to Forms 720 Excise Tax and 2290 Highway Use Tax, Data extracted/received from IRS, Customs, and States relevant to the administration of the Excise Tax program, including taxpayer identification information (name, address, TIN/FEIN), filed return information, fuel transaction information (date, bill of lading number, terminal control number, position holder, and carrier), vehicle registrations, truck movements, and State fuel tax compliance contracts

Information may also be obtained from US Customs import information pertaining to goods subject to Excise Tax, as well as from a variety of State agencies relating to local excise tax investigative and

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enforcement efforts

A. Excise Tax Registration Authorization System (ExTRAS)

A centralized database for maintaining and monitoring nationwide registration information. Contains hand keyed data from Form 637, *Application for Registration (For Certain Excise Tax Activities)* and may include such information as Identification of Applicant (name, address, etc), description of each activity for which applicant is applying, and additional information based on the type of activity

Note: ExTRAS is scheduled to be retired in February 2012. System functionality will be taken over by the Issue Management System which was previously scheduled under NARA job # N1-58-09-105.

Disposition: TEMPORARY. Cut off at the end of the FY. Delete/Destroy legacy data when 1 year old, or when no longer needed for administrative purposes, but not longer than 5 years after cutoff.

B. Excise Management Information System Data Warehouse (ExMIS DW)

A data archive of reports, spreadsheets, and legacy spreadsheets used for reference and validation purposes. Contains information gathered from the IRS sources and US Customs import information. It will provide the core infrastructure for the analysis and reporting process and will meet historical information reporting needs of information management of Excise Tax. This application serves as the reporting application for the ExFIRS applications

Disposition: TEMPORARY. Cut off at the end of FY. Delete/Destroy 6 years after cutoff.

C. Excise Summary Terminal Activity Reporting System (ExSTARS)

Tracks all motor fuel movements in and out of approved terminals, fuel inventory balances, and captures fuel destination information. ExSTARS collects information from monthly reports (Forms 720-TO and 720-CS, in paper form and mandated electronic filing for companies with 25 or more transactions in a month) submitted by fuel terminal operators and carriers detailing the receipts and disbursements of liquid products passing through a taxable fuel storage and distribution facility

N1-058-09-105

NEW

NEW

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2.

Disposition: TEMPORARY.

1 Hard copy Form 720 Returns – Destroy 6 years after end of processing year (IRM 1 15 29, Item 67 or 102)

2 Electronic 720 Returns – Delete/Destroy 6 years after end of processing year

JOC

Receives, analyzes, and interprets information from **IRS, other federal agencies, states and publicly available sources related to fuel tax compliance.** Agencies such as Army Corps of Engineers and Coast Guard provide port and vessel information States also provide information for the purpose of matching federal and state information to gauge fuel tax compliance and discover possible evasion patterns

NEW

3.

Disposition: TEMPORARY. Delete/Destroy 6 years after end of processing year.

System Documentation for all above items. 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.