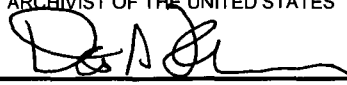
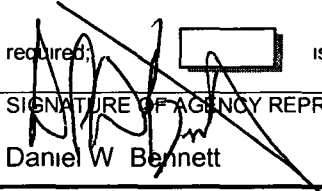


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-58-12-11		
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 4/16/12		
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 TE/GE Business Systems Planning				
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Welch Sharon Lasley		5 TELEPHONE (703)565-3120 (513) 263-3961	DATE 11/8/12	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>2</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 4/11/2012	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	1.15.24 Records Control Schedule for Tax Exempt and Government Entities Updates: Add new item 94, Exempt Organization Entity System (EOE) Add new: A. Inputs B. System Data C. Outputs D. System Documentation			

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(See Instructions on reverse)

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Background

The EOE system is used to track and remind Exempt Organizations (EO) with a Group Ruling when their Supplemental Group Ruling Information (SGRI) subordinate listing is due. A monthly extract creates a listing for those Group Ruling EO's whose tax returns will become due six months later. The system sends these organizations a series of letters identifying information that is required from them and when it is needed. EOE tracks the dates the letters and any subsequent follow-ups were sent and the date the response (SGRI) was received.

A. Inputs

Information is input into the system electronically from the BMF and also manually via EOE users.

Disposition: TEMPORARY. Delete/Destroy when necessary data has been incorporated into a master file.

B. System Data

Information contained in the system consists of names, Employer Identification Number (EIN), addresses and current SGRI letter issuance and response dates for parent organizations granted group exemption.

Disposition: TEMPORARY.

1. Closed Cases – Cut off when case is closed. Delete/Destroy 30 days after cut off.

2. Open Cases over 180 days old – transfer to history table. Delete/Destroy 1 year after transfer.

C. Outputs

Ad hoc reports

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

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

GRS 20.2

GRS 20.12,
20.16

REQUEST FOR RECORDS DISPOSITION AUTHORITY
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terminated, whichever is sooner.