

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-58-87-5

DATE RECEIVED

5-18-87

TO: **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of the Treasury

2. MAJOR SUBDIVISION

Internal Revenue Service

3. MINOR SUBDIVISION

Records Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Raymond A. O'Brien, Jr.

5. TELEPHONE EXT.

535-9876

DATE

4-24-89

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

5/13/87

C. SIGNATURE OF AGENCY REPRESENTATIVE

Susan E. Baharna

D. TITLE

Chief, Records Administration Section

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

This Request for Disposition Authority covers Workload Selection System/Discriminant Function records created and maintained by the Statistical Methods Group of the Research Division that reports to the Assistant Commissioner Planning, Finance, and Research.

The records series described herein have not previously been described as specifically as delineated by this schedule; and therefore should be appraised as distinct series, and assigned a unique job number and resultant schedule item numbers.

Concurrence: *Donald E. Wilt 5/15/87*
Chief, Statistical Methods Group

WITHDRAWN

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>I. <u>PLANNING</u></p> <p>A. <u>Objectives.</u> Textual records relating to preliminary actions prior to any workload selection formulas being developed or data gathered. This includes project request, background material, prospectus, action schedules, and approval memoranda.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, and Employee Plans/ Exempt Organizations.</p> <p>1. RETIRE to the Federal Records Center 1 year after project completion.</p> <p>2. DESTROY when 6 years old.</p>		WITHDRAWN
2.	<p>II. <u>DATA BASE DEVELOPMENT (OTHER THAN TCMP)</u></p> <p>1. <u>Instructions.</u> Textual records relating to the establishment of a data base for use in formula development. This includes Request for Data Services (RDS) for Master File data, Sample Design, Table design, checksheet prototypes, manual supplements, instructions for data gathering, tape formats, reformatting instructions, variable lists, etc.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, and Employee Plans/ Exempt Organizations.</p> <p>A. RETIRE to the Federal Records Center 1 year after project completion.</p> <p>B. DESTROY when 6 years old.</p>		

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3.	<p>2. <u>Checksheet Data Base Input.</u> Completed checksheets prior to transcription to magnetic tape.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, and Employee Plans/ Exempt Organizations.</p> <p>A. RETIRE to the Federal Records Center 1 year after project completion.</p> <p>B. DESTROY when 6 years old.</p>		
4.	<p>3. <u>Interim Processing Files.</u> Machine-readable files, other than perfected master file, used to develop the data base.</p> <p><u>Official file responsibility:</u> Detroit Data Center.</p> <p>A. DESTROY 1 year after project completion.</p>		
5.	<p>4. <u>Final Perfected Input Master File.</u> Machine-readable files, usually on tape, that includes all of the data elements extracted from all check-sheets and related sources, etc. This is the total survey file used in subsequent formula development.</p> <p><u>Official file responsibility:</u> Detroit Data Center.</p> <p>A. <u>PERMANENT.</u></p> <p>B. These files contain information subject to the disclosure limitations of section 6103 of the Internal Revenue Code. Currently, the Internal Revenue Service and the National Archives disagree as to the relationship between Chapter 21 of Title 44, United States Code, and the Internal Revenue Code. Until this question is resolved, neither</p>		

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	<p>custody nor legal title of the files will be transferred from the Internal Revenue Service to the National Archives.</p>		
	<p><u>III. WORKLOAD SELECTION SYSTEM DEVELOPMENT</u></p> <p>6. 1. <u>Documentation on Requirements and/or Specifications for Development of Workload Selection System Base File.</u> Textual records containing variable definitions, grouping definitions, etc. Generally, provided by specification memorandum to the Detroit Data Center.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, and Employee Plan/ Exempt Organizations.</p> <p>A. RETIRE to the Federal Records Center 1 year after project completion.</p> <p>B. DESTROY when 6 years old.</p> <p>7. 2. <u>Output from Initial Processing.</u> Computer printouts associated with preliminary runs. These runs are generally descriptive of the variables being considered for formula inclusion (e.g., summary statistics runs). They do not include runs using multivariate analysis.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, Employee Plans/ Organization, and Detroit Data Center.</p> <p>A. RETIRE to the Federal Records Center 1 year after project completion.</p> <p>B. DESTROY when 6 years old.</p>		

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8.	<p>3. <u>Output from Multivariate Analytical Programs for Less Effective Formulas.</u> Textual records consisting of computer output from multivariate analysis as well as evaluative programs (e.g., output generated from discriminant function or regression analysis) for formulas not considered among the most effective.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, Employee Plans/ Exempt Organization, and Detroit Data Center.</p> <p>A. RETIRE to the Federal Records Center 1 year after project completion.</p> <p>B. DESTROY when 6 years old.</p>		
9.	<p>4. <u>Output from Multivariate Analytical Program for the Most Effective Formulas.</u> Textual records consisting of computer output from multivariate analysis as well as evaluative programs (e.g., output generated from discriminant function or regression analysis) for formulas considered the most effective.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, Employee Plans/ Exempt Organization, and Detroit Data Center.</p> <p>A. RETIRE to the Federal Records Center 3 years after project completion.</p> <p>B. DESTROY when 6 years old.</p>		

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10.	<p>5. <u>Evaluation Output from Ancillary Computer Programs Not Directly Used in Formula Development.</u> Textual records consisting of computer output providing data used in comparison and evaluation of alternative formulas.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, Employee Plans/Exempt Organization, and Detroit Data Center.</p> <p>A. RETIRE to Federal Records Center 1 year after project completion.</p> <p>B. DESTROY when 15 years old.</p>		
11.	<p>6. <u>Formula Development Results.</u> Textual records presenting project reports, briefing reports, etc.</p> <p><u>Official file responsibility:</u> Research Division, Examination, Collection, and Employee Plans/Exempt Organizations.</p> <p>A. RETIRE to the Federal Records Center 1 year after project completion.</p> <p>B. DESTROY when 15 years old.</p>		
12.	<p>7. <u>Completed Project Tape Files.</u> Machine-readable records, usually on magnetic tape or disk, which represent the formula development results.</p> <p><u>Official file responsibility:</u> Research Division and Detroit Data Center.</p> <p>A. <u>PERMANENT.</u></p> <p>B. These files contain information subject to the disclosure limitations of section 6103 of the Internal Revenue Code.</p>		

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Currently, the Internal Revenue Service and National Archives disagree as to the relationship between Chapter 21 of Title 44, United States Code, and the Internal Revenue Code. Until this legal question is resolved, neither custody nor legal title of the files will be transferred from the Internal Revenue Service to the National Archives.

IV. RESEARCH ON METHODOLOGY USED IN WORKLOAD SELECTION

13.

1. Documentation. Textual records consisting of written specifications, memorandums, reports, etc., associated with research activities.

Official file responsibility:
Research Division and Detroit Data Center.

A. RETIRE to the Federal Records Center when 2 years old, or when no longer needed for current business, whichever is earlier.

B. DESTROY when 8 years old.

14.

2. Checksheet Input to Research Effort. Textual records consisting of completed checksheets prior to transcription to magnetic tape which are related to research activities.

Official file responsibility:
Research Division and Detroit Data Center.

A. RETIRE to the Federal Records Center when 2 years old, or when no longer needed in current business, whichever is earlier.

B. DESTROY when 8 years old.

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3. Machine Printouts. Textual computer printouts associated with various research activities.

Official file responsibility:
Research Division and Detroit Data Center.

A. RETIRE to the Federal Records Center when 2 years old, or when no longer needed in current business, whichever is earlier.

B. DESTROY when 8 years old.

16.

4. Research Tape Files. Machine-readable tape or disk files associated with research activities. These files may have been extracted or provided by other sources, etc.

Official file responsibility:
Research Division and Detroit Data Center.

A. RETIRE to the Federal Records Center when 2 years old, or when no longer needed in current business, whichever is earlier.

B. DESTROY when 8 years old.