

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-058-97-17</i>	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <i>7-17-97</i>	
2. MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of the Chief Financial Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Allen Szott	5. TELEPHONE 535-3936	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6. 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 ___ 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 <i>7/25/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert A. Carmine/sjm</i>	TITLE IRS Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	This new Records Control Schedule contains disposition authority for those records of the Office of Chief Financial Officer.		

Records Control Schedule 121 for the Chief Financial Officer

Item No.	Description of Records	Authorized Disposition
1.	<p data-bbox="422 336 763 420">Reading Files (1990 to Present).</p> <p data-bbox="422 451 844 567">a. Copies of correspondence signed by the Chief Finance Officer or his designee.</p> <p data-bbox="422 598 714 661">Volume: 14 c.f. Annual Accumulation: 2 c.f.</p>	<p data-bbox="974 409 1442 609">Permanent Cutoff annually. Retire to the Washington National Records Center when 5 years old. Transfer to the NARA in 5 year blocks when 20 years old.</p>
	<p data-bbox="422 724 844 840">b. Copies of correspondence signed by all other staff members.</p>	<p data-bbox="974 724 1442 798">Cutoff annually. Destroy when 2 years old.</p>
2.	<p data-bbox="422 871 876 955">Special Project Files (1990 to Present).</p> <p data-bbox="422 955 876 1480">These records document the development of cost models which are used by Administration, Congressional, Department of Treasury, and IRS officials to make the most cost-effective decisions on issues impacting the mission of the IRS or change the way IRS does business, i.e, outsourcing the processing of tax returns, relocating posts of duty, and all other significant projects of a similar nature.</p>	<p data-bbox="974 1480 1442 1753">Permanent. Cutoff annually. Retire to the Washington National Records Center when 5 years old. Transfer to NARA in 5-year blocks when 20 years old.</p>
	<p data-bbox="422 1522 876 1785">a. Records copies of background materials gathered and used during the development of cost model, status reports, final reports, briefing materials, and all related correspondence. <i>Arranged alphabetically.</i></p> <p data-bbox="422 1816 730 1873">Volume: 64.7 c. f. Annual Accumulation: 10 c.f.</p>	

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b. Working papers, interim draft reports, routine correspondence, publications.

Destroy when no longer needed for administrative, audit, legal or other operational purposes.

3. **Executive Conferences and Meetings (1990 to Present).**
The Senior Council for Management Controls and other meetings or conferences involve discussions of IRS senior executives on program, policy, financial planning issues, as well as issues arising in audit reports initiated by Inspection, General Accounting Office (GAO), and the Department of Treasury's Inspector General, as well as material weaknesses identified according to the Federal Managers Financial Integrity Act (FMFIA).

a. Agendas, issue or briefing papers, handouts, final reports, minutes, or equivalent documentation. *Arranged chronologically.*

Volume: 18 c. f.
Annual Accumulation: 4 c. f.

Permanent.
Cutoff annually.
Retire to the Washington National Records Center when 5 years old.
Transfer to NARA in 5-year blocks when 20 years old.

b. Record copy of Internal Audit Reports and related background material. (1980 to Present)

Volume: 7 c.f.
Annual Accumulation: 1 c.f.

Permanent.
Cutoff annually.
Retire to the Washington National Records Center when 10 years old.
Transfer to NARA in 5-year

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blocks when 20 years old.

c. Logistical documentation generated in preparation for each conference/meeting, i.e., notification of participants, printing requests, routine internal correspondence, or equivalent documentation.

Cutoff annually.

Destroy when 2 years old.

4.

Enforcement Revenue Information System (ERIS).

ERIS is an integrated, multi-functional database that captures all existing enforcement revenue and cost data on enforcement cases from initiation to final resolution. This information is used to support enforcement budget requests submitted to the Department of Treasury.

a. **Input Records.** These records include data fed from all existing information and inventory management systems with master file data, i.e., Audit Information Management System (AIMS), Individual Master File (IMF), Business Master File (BMF), Non-Master File, Individual Retirement Account Case File (IRAF), Information Returns Program Case File (IRPCA), and Payer Master File (PMF).

Delete when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.

b. **Output Records.** These records include management information reports and ad hoc queries used to answer questions regarding

Delete/destroy when one year old or when no longer needed for administrative, legal, audit, or other operational purposes

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enforcement revenue/costs;
analyze enforcement activities
from a cost/benefit perspective
without impacting normal
pipeline operations; and track
and report enforcement
revenue resulting from
Compliance initiatives.

whichever is sooner.