

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-058-98-7</b>	
1. FROM (Agency or establishment) <b>Department of the Treasury</b>		DATE RECEIVED <b>11-05-97</b>	
2. MAJOR SUBDIVISION <b>Internal Revenue Service</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>Chief Financial Officer</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>Allen Szott</b>	5. TELEPHONE <b>535-3936x3047</b>		

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 <b>11/5/97</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Boone Delarmon</i>	TITLE <b>IRS Records Officer</b>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<del>This is an amendment to Records Control Schedule 211, Tax Administration Electronic Systems currently at NARA for approval. Job # N1-058-97-13.</del>		

APR 13 1998 *Copy to: Agency, NWME*  
*NWCT*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
43.	<p><b><u>Audit Information Management System (AIMS)</u></b> Aims is an inventory control system that provides information on returns open in Examination Customer Service, Exempt Organizations, Employee Plans, and Appeals. The system is maintained in each service center.</p> <p>Program Office supported by the system: Examination, Exempt Organizations, Employee Plans, Appeals, and Customer Service</p> <p>A. Database Records: The data base contains taxpayer information on location, and status of return, and information on the manner of disposal of the return.</p> <p><b>Disposition:</b> <b>Delete</b> 3 years after the examination is completed or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.</p> <p>B. Input Records: These records include electronic transfer of data from Master File or manual input of data by authorized employees.</p> <p><b>Disposition:</b> Electronic Records: <b>Delete</b> electronic inputs 3 years after the examination is completed or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.</p> <p>Manual Records: <b>See</b> RCS 202, Items 17, 19, and 21.</p> <p>C. Output Records: These records include card files, management information reports, program related reports, system backups, audit trail or equivalent documentation in electronic or hard copy formats.</p> <p><b>Disposition:</b> <b>See</b> RCS 206, items 350-372.</p>		