

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK (NARS use only)

JOB NUMBER

11-058-98-8

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED

12-08-97

1. FROM (Agency or establishment)

Department of the Treasury

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Internal Revenue Service

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

Assistant Commissioner (International)

4. NAME OF PERSON WITH WHOM TO CONFER

Sandy Myers

5. TELEPHONE

535-3936x3033

DATE

11-17-98

ARCHIVIST OF THE UNITED STATES

John W. Paul

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, is not required; is attached; or has been requested.

DATE

11/13/97

SIGNATURE OF AGENCY REPRESENTATIVE

Barbara DeLorme

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 GRS OR SUPERSEDED JOB CITATION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 Request for Disposition Authority for records created and maintained by the Assistant Commissioner (International) and staff. The Assistant Commissioner (International) is the principal official responsible for international tax administration matters and serves as the Competent or Taxation Authority in administering and applying the operating provisions of tax conventions of the U.S.; assists in the development of tax conventions and exchange of information agreements; provides technical assistance to modernize and strengthen tax administration systems of foreign, state, and territorial governments, in line with foreign policy of the U.S. and its commitments to state government and international organizations in tax administration enhancement activities.

Concurrence:

Date:

Barbara DeLorme
Assistant Commissioner (International)

11/10/97

NOV 30 1998 MNR

Copy to: Agency
NR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Exemption from Withholding on Compensation for Independent Personal Services of a Non-Resident Alien (Form 8233 and related records--1995 to present). This form is filed by non-resident alien individuals to claim exemption from withholding on compensation for personal services because of an income tax treaty.</p> <p>Disposition: Cutoff annually. Retire to the Federal Records Center when one year old. Destroy when 6 years old.</p> <p>Current Volume: 178 c.f. Annual Accumulation: approximately 90 c.f.</p>		
2.	<p>Territory Post Model System. This personal computer-based local application is used by the International Overseas Operations Division to prioritize the likely candidate international posts-of-duty based upon quantitative analysis and a statistical distribution of taxpayers throughout the world. It produces an optimized model for the placement of limited posts of duty to achieve the most effective and efficient coverage. The application assigns each foreign country to one of the targeted posts of duty in a collectively exhaustive and mutually exclusive allocation.</p> <p>A. The database contains records on foreign countries, i.e., country names, descriptive statistics, subjective factors pertaining to the environment and political climate, and taxpayer population statistics and returns filed data.</p> <p>Disposition: Backup database annually.</p> <p>B. Backup Database Diskettes.</p> <p>Disposition: Delete when 5 years old.</p> <p>C. Input Records include import and export statistics from a Department of Commerce publication; costs associated with establishing a presence in a foreign country from a Department of State publication; subjective data input by Revenue Service Representatives about the local environment and political perspective; and aggregate totals of tax dollars and returns files, workload statistics provided by other IRS International organizations.</p> <p>Disposition: Delete/Destroy when no longer needed for administrative, audit, legal, or other operational purposes, or when 3 years old, whichever is later.</p> <p>D. Output Records include the following:</p> <p>1. Printouts of management information reports documenting POD rankings, countries assigned to PODs and maps reflecting those assignments.</p> <p>Disposition: Destroy when 1 year old or when no longer needed for current operations, whichever is later.</p>	<p><i>changes approved as per attached email.</i></p>	

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	<p>2. Ad hoc queries and reports, audit trail or equivalent documentation in electronic or hard-copy formats.</p> <p>Disposition: Delete/destroy when one year old or when no longer needed for current operations, whichever is <i>later</i>.</p> <p>3. Centralized International Case Management System (Cen-ICMS). Cen-ICMS is a centralized database used by International Examiners in District Offices and Headquarters to record, modify, monitor, stratify, and/or aggregate information pertaining to International examinations, referrals and related issues.</p> <p>A. The database contains information on taxpayers who live in foreign countries, foreign-controlled corporations, and any other related international features/issues.</p> <p>Disposition: Download data to backup tapes when 7 years old.</p> <p>B. Backup Tapes</p> <p>Disposition: Delete when 1 year old.</p> <p>C. Input Records include case data input by International Examiners on the results of examinations, electronic download of Audit Information Management System (AIMS) and Examination Returns Control System (ERCS) data extracted from the masterfiles.</p> <p>Disposition: Delete when no longer needed for administrative, legal, audit, or other operational purposes, or when 3 years old, whichever is <i>later</i>.</p> <p>D. Output Records include management information reports, ad hoc queries and reports, audit trail, and archive log files, in electronic and hard copy formats.</p> <p>Disposition: Delete/Destroy when one year old or when no longer needed for administrative, audit, legal or other operational purposes, whichever is <i>later</i>.</p>	<p><i>change approved as per attached email.</i></p>	