

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

JOB NUMBER

N1-58-99-2

DATE RECEIVED

3-22-99

1. FROM (Agency or establishment)
Department of Treasury

2. MAJOR SUBDIVISION
Internal Revenue Service (IRS)

3. MINOR SUBDIVISION
Information Systems Organization (Servicewide)

4. NAME OF PERSON WITH WHOM TO CONFER
Veronica Marco
Records Specialist

5. TELEPHONE
202/535-3936 x3028

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

3-29-00

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 1 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
3/2/99
~~08/17/98~~

SIGNATURE OF AGENCY REPRESENTATIVE
Adria A. Lipka

TITLE
Adria A. Lipka,
IRS Records Officer
M:S:RE (202) 535-3936 x3082

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records Control Schedul 118 for Servicewide Information Systems (New IRM 1.15 - Schedule 10)</p> <p>This request for disposition authority covers records created and maintained by the Information Systems Organization - Servicewide. Records also include those created by the Chief Information Officer (CIO).</p> <p>Specifically this request covers Year 2000 conversion testing records and is a revision to RCS 118, Item 17, to address this record series excluded by the existing item. Records are created and maintained by the Information Systems Organization. This schedule also addresses temporary records created in electronic mail and/or using office automation applications for this item.</p> <p>GRAY Item was previously approved under NC-58-75-1 and does not change with this submission.</p> <p>Concurrence: <i>[Signature]</i> Chief Information Officer</p>		

Agency NAWM, NAWMP, NR, NWC

Item No.	Series Description	Authorized Disposition	NARA Job No.
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17 SYSTEM ACCEPTABILITY TEST DOCUMENTATION (SAT)

Project folders, system test plans, predetermined results, test data, Problem Definitions, copies of supporting documentation, i.e., Preparation Requirements Plans (PRP), Request for Information Services (RIS), Computer Operator's Handbook, Functional Specification Package (FSP), Core Record Layouts, and End of Test Status Reports

A. Routine SAT Records

- | | | | |
|----|---|---|-------------|
| 1. | Paper | Destroy 1 year after completion of Test. | NC-58-75-1 |
| 2. | Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy. | Destroy, delete, or overwrite after recordkeeping copy has been produced. | N1-58-98-xx |

B. Year 2000 SAT Records

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|----|---|---|-------------|
| 1. | Paper | Destroy 1 year after obtaining Year 2000 certification. | N1-58-98-xx |
| 2. | Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy. | Destroy, delete, or overwrite after recordkeeping copy has been produced. | N1-58-98-xx |

C. Year 2000 Reports

Weekly, monthly, quarterly, and yearly progress reports, plans, and documentation which provide Year 2000 conversion century date change activities, contingency procedures, expenditure of funds, and other reports documenting Year 2000 conversion activities. [Including, but not limited to, Treasury Reports, Project Management Plan Reports, etc.]

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|----|---|---|-------------|
| 1. | Paper | Cutoff files annually. Retire to FRC when 1 year old. Destroy when 5 years old. | N1-58-98-xx |
| 2. | Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy. | Destroy, delete, or overwrite after recordkeeping copy has been produced. | N1-58-98-xx |

~~D. Quarterly Century Date Change Joint Appropriations Committee Report~~

~~This report to Congress provides project progress status, overall strategy progress, and expenditure of funds and full time equivalents (FTEs).~~

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|----|---|---|-------------|
| 1. | Paper | PERMANENT TEMPORARY. Cutoff annually. Retire to FRC when 5 years old. Transfer to NARA when 20 years old. Destroy | N1-58-98-xx |
| 2. | Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy. | Destroy, delete, or overwrite after recordkeeping copy has been produced. | N1-58-98-xx |

FOR WITHDRAWN

see attached email