INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-058-99-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

These records are presumed destroyed.
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

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. **DATE RECEIVED**  
3-22-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

7. **ITEM NO.**  
Records Control Schedule 118 for Servicewide Information Systems  
(New IRM 1.15 - Schedule 10)

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
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).

   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.

   GRAY Item was previously approved under NC-58-75-1 and does not change with this submission.

9. **GRAS OR SUPERSEDED JOB CITATION**  
115-109

10. **ACTION TAKEN (NARA USE ONLY)**  
PREVIOUS EDITION NOT USABLE  
PerFORM PRO Edition

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Adria A. Lipka,  
IRS Records Officer  
M.S.RE. (202) 535-3936 x3082

**DATE**  
3/2/99

**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,

X is not required;  
☐ is attached; or  
☐ has been requested.

**CHIEF INFORMATION OFFICER**  
Concurrence:

**STANDARD FORM 115 (REV. 3-91)**

Prescribed by NARA  
36 CFR 1228

**NSN 7540-00-634-4064**  
PREVIOUS EDITION NOT USABLE
Transmittal: 08/23/98  Information Systems

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Series Description</th>
<th>Authorized Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>SYSTEM ACCEPTABILITY TEST DOCUMENTATION (SAT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>A. Routine SAT Records</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Paper</td>
<td>Destroy 1 year after completion of Test.</td>
</tr>
<tr>
<td></td>
<td>2. Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy.</td>
<td>Destroy, delete, or overwrite after recordkeeping copy has been produced.</td>
</tr>
<tr>
<td></td>
<td><strong>B. Year 2000 SAT Records</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Paper</td>
<td>Destroy 1 year after obtaining Year 2000 certification.</td>
</tr>
<tr>
<td></td>
<td>2. Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy.</td>
<td>Destroy, delete, or overwrite after recordkeeping copy has been produced.</td>
</tr>
<tr>
<td></td>
<td><strong>C. Year 2000 Reports</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Paper</td>
<td>Cutoff files annually. Retire to FRC when 1 year old. Destroy when 5 years old.</td>
</tr>
<tr>
<td></td>
<td>2. Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy.</td>
<td>Destroy, delete, or overwrite after recordkeeping copy has been produced.</td>
</tr>
<tr>
<td></td>
<td><strong>D. Quarterly Century Date Change Joint Appropriations Committee Report</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This report to Congress provides project progress status, overall strategy progress, and expenditure of funds and full time equivalents (FTEs).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Paper</td>
<td>PERMANENT. Transfer to NARA when 20 years old. Retire to FRC when 5 years old.</td>
</tr>
<tr>
<td></td>
<td>2. Electronic Source Records (email or office automation) used to create/produce the recordkeeping copy.</td>
<td>Destroy, delete, or overwrite after recordkeeping copy has been produced.</td>
</tr>
</tbody>
</table>