

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd NAD 4/28/80*

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Treasury

2. MAJOR SUBDIVISION  
Internal Revenue Service

3. MINOR SUBDIVISION  
Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ray O'Brien, Jr.

5. TEL EXT

376-0593

LEAVE BLANK	
JOB NO	
<i>NCI-58-80-#9</i>	
DATE RECEIVED	
<i>5-1-80</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-10-80</i> Date	<i>R M Ware</i> Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>8/20/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</i>	E. TITLE Records Officer, Records Management Program
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This request covers records contained in General Records Schedule 18, Security and Protective Services Records. It concerns the items for which disposal authority is submitted by the agency, <del>and for those that vary from the General Records Schedule.</del>		
1.	<u>Security Policy Files</u> . Manuals, directives, plans, reports, correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.  (a) Record copy. (1) DESTROY 2 years after superseded.  (b) All other copies. (1) DESTROY when superseded.	GRS 18/1	
2.	<u>Non-Felonious Security Violation Files</u>  (a) Case Files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders.	GRS 18/25	

*Copy to NAF  
a agency 9-11-80*

18 items

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 4
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	(1) DESTROY 2 years after completion of final corrective or disciplinary action.		
	(b) Records of security violations kept in individual security clearance files.		
	(1) DESTROY when the individual security clearance file is destroyed.		
3.	<u>Felonious Security Violation Files</u>	GRS 18/26	
	(a) Case Files relating to investigations of alleged security violations of a sufficiently serious nature to be classed as felonies, but exclusive of papers placed in official personnel folders.		
	(1) DESTROY 5 years after individual leaves the Service.		
	(b) Records of security violations kept in individual security clearance file.		
	(1) DESTROY when the individuals security file is destroyed.		
4.	<u>Emergency Planning Case Files.</u> Case files accumulated by offices responsible for preparation and issuance of plans and directives, consisting of a record copy of each plan or directive issued with related background papers.	GRS 18/28	
	(a) DESTROY 2 years after plan is superseded or obsolete.		
5.	<u>Emergency Planning Reports.</u> Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.	GRS 18/30	
	(a) DESTROY 3 years after completion of tests.		
6.	<u>Integrated Data Retrieval System (IDRS) Security Records.</u>	GRS 18/40 <i>PCS 206</i> <i>ILCA 254</i>	
	(a) IDRS Audit Trail - History Record of Command Codes (Magnetic Tape). An audit trail produced daily by the IDRS Security System. Weekly and monthly cum files are produced. The daily and weekly audit trail files may be disposed of in accordance with existing procedures once the monthly cum file is produced and retained. It contains records of all command codes input to		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 3  
4

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	<p>IDRS and includes pertinent reference information, e.g., TIN, MFT, Tax Period, Date, Time, Terminal ID, and Employee Number.</p> <p>(1) DESTROY 3 years after end of processing year.</p> <p>(b) IDRS Change Notification (Employee Profile Security File, Form 5081). Used to add an employee to the EPSF, delete an employee from the EPSF, update an employee security profile, verify employment, and verify initiation of background investigation.</p> <p>(1) DESTROY 2 years after end of year in which employee is removed from the EPSF.</p> <p>(c) Master Record of Employee Numbers - A permanent record that associates the IDRS user employee's name and SSN with the employee number for the purpose of maintaining an audit trail. The record will include the date that the employee number was assigned and the date that assignment was terminated.</p> <p>(1) DESTROY 3 years after latest termination. (2) Hold each page current until all assignments are terminated.</p> <p>(d) Password Update Status Report. A listing of those employee records which have caused password mismatches by being added or deleted during the periodic password updating of the EPSF. Used to coordinate resolution of complete password assignment.</p> <p>(1) DESTROY after completion of password assignment resolution.</p> <p>(e) Additional Passwords. A listing or preprinted password envelopes of valid IDRS passwords not assigned to any employee that is produced on the occasion of periodic password updating of the EPSF. Used to assign new passwords to employees when needed.</p> <p>(1) DESTROY after receipt of the superseding List of Additional Passwords and the periodic password update of the EPSF is completed.</p> <p>(f) Employee Access Processing SSN List. A listing of those employee records which appeared on the EPSF but not on the new Merged SSN File.</p> <p>(1) DESTROY 1 year after date of listing.</p>	<p><i>RCS 206 Item 255</i></p> <p><i>RCS 206 Item 27</i></p> <p><i>New Item</i></p> <p><i>RCS 206 Item 263</i></p> <p><i>New Item</i></p>	

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 4  
4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(g) Daily Security Report. A record of security violations, terminal lockouts, and other security data. It is produced daily by the IDRS security system and is used to monitor IDRS security. (1) DESTROY 2 years after end of processing year.</p> <p>(h) Special Activity Report. A periodic report which shows any action taken by an IDRS user to the account of any IRS employee or his/her spouse. (1) DESTROY 2 years after date of listing.</p> <p>(i) Employee Profile Security File/Unit Command Code Profile Report (EPSF/UCCP). A record of IDRS employee security profiles compared to their unit's profile. Those profiles in excess of the units profile are high-lighted. Used to monitor IDRS capabilities. Must be produced at least monthly. May be separate or combined with Command Code Usage Report, which is a periodic report detailing which command codes were used by an employee or unit and how many times each command code was used. (1) DESTROY 1 year after date of listing.</p> <p>(j) Other profile reports. Printed records of security profiles as contained on profile security file. Includes terminal profile reports and maximum profile reports (Localized Profile). (1) DESTROY when new copy received.</p>	<p><i>RCS 206 Item 259</i></p> <p><i>New Item</i></p> <p><i>RCS 206 Item 260</i></p> <p><i>RCS 206 Item 261</i></p>	