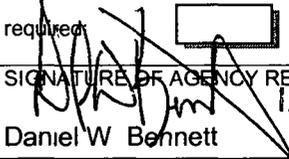


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-058-10-70	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 10/1/09	
1 FROM (Agency or establishment) Department of 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Criminal Investigation (CI)			
4 NAME OF PERSON WITH WHOM TO CONFER		5 TELEPHONE	DATE
Tracee Taylor (Records)		202-435-6308	9/5/12
Marsha Matthews-Proctor (CI)		912-267-3017	
Valene Reeves (CI)		912-554-4328	
Craig Walker (CI)		202-622-0507	
ARCHIVIST OF THE UNITED STATES		WITHDRAWN	
6 AGENCY CERTIFICATION			
<p>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 <u>4</u> pages(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,</p> <p><input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE
9/28/2009	 Daniel W. Bennett IRS Records Officer		IRS Records Officer National Office, OS A RE SC Washington, DC 20224
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>RCS 1.15.30 Records Control Schedule for Criminal Investigation</p> <p>New Item Item 29, <u>Criminal Investigation Management Information System (CIMIS)</u></p> <p>* RCS 1.15.35 Tax Administration Electronic Systems</p> <p>Add pointer to Item 29 in RCS 1 15 30</p> <p>RCS 1 15 35 is a cross-walk of electronic systems to official IRS Records Control Schedules</p> <p>(see attached)</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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potential criminal tax and other financial investigations) It also consists of CI staff information as controlled by a database template, just specific enough for Management to track and follow staff workload, investigation status, and/or issues with investigation processing. The system allows some limited free text opportunity to further explain investigation details.

Disposition: Temporary Delete/Destroy after input verification into CIMIS master files *GRS 20/2*

2 All other information

a. Includes taxpayer identity and tax return-related information obtained from the IRS Integrated Data Retrieval System (IDRS), Also includes investigative data from other Federal agencies to confirm identities and criminal allegations, as well as results/status of judicial proceedings (e.g. date of indictment, plea, or sentencing).

Disposition: Temporary Delete/destroy after input verification into CIMIS master files *GRS 20/2*

b Information provided by the taxpayer or their designated representatives through interviews and document requests

Disposition: Temporary After input verification into CIMIS master files, maintain/dispose of in accordance with associated investigative case files. *GRS 20/2*

c The documentation of legal opinions and legal proceedings such as the Judgment and Commitment Order (J&C)

Disposition: Temporary After input verification into CIMIS master files, maintain/dispose of in accordance with associated investigative case files. *GRS 20/2*

B. System Data (Master Data Files):

Consist of basic investigative data. However, unlike investigative data, employee data is stored in separate business tables, tracked in separate log tables, and access granted based on separate user roles. Data includes employee name, date of birth, education, title and organization, security clearance, and contact information. Other data includes audit trail information, and inventory and assignment of equipment and vehicle expense and mileage information. The data collected is required for CIMIS to track CI investigations, employee data, hours spent on investigations, and equipment inventory

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1 Investigative Data

Disposition: Temporary Cut off after all civil and criminal activities of the investigation are completed. Data will be maintained masked of personal identifiers offline. Delete 12 years after cutoff

2 Employee Data

Disposition: Temporary Cut off after all civil and criminal activities of the investigation are completed. Data will be maintained masked of personal identifiers offline. Delete 12 years after cutoff.

3) Audit Trail Information.

Disposition: Temporary Cut off after all civil and criminal activities of the investigation are completed. Data will be maintained masked of personal identifiers offline. Delete 12 years after cutoff

4) Equipment Assignment and Inventory Information

Disposition: Temporary Cut off after all civil and criminal activities of the investigation are completed. Data will be maintained masked of personal identifiers offline. Delete 12 years after cutoff.

C. Outputs:

Capabilities include real time query and report features. Data from this application is also exported to other IRS CI applications as well as several other systems and/or agencies external to the IRS.

The management reports in this system provide special reporting capabilities required for enforcement activities, e.g., tracking arrests, indictments, search warrants and seizures. Investigation information, equipment information, data extracts, and audit logon information are made available to other Federal agencies upon request and/or pursuant to investigation or oversight functions.

Disposition: Temporary Destroy/Delete when superseded, obsolete or no longer needed

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D. System Documentation:

Includes data system specifications, interface control document, codebooks, record layout, and user guide

Disposition: Temporary Destroy/Delete when superseded. Destroy 5 years after the system is terminated, whichever is sooner

hat115-109

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PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228