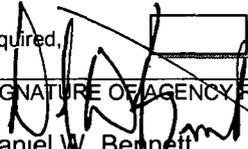


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-58-10-5</b>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>10/18/10</b>	
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)/Modernization and Information Technology Services (MITS)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Requirements and Demand Management (RADM)			
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith Elijah Williams		5 TELEPHONE (703)565-3120 (202)283-5773	DATE <b>11/17/2011</b>
5 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 <u>3</u> 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,  <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		ARCHIVIST OF THE UNITED STATES 	
DATE <b>10/13/2010</b>	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W. Bennett		TITLE IRS Records Officer National Office, OS A RE L RIM 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>IRM 1.15.17 Records Control Schedule for Information Technology</b>  <b>Updates:</b> <b>1.15.17, Item 26, Work Request Tracking System (WRTS)</b>  <b>WRTS is being replaced by the Work Request Management System (WRMS). This schedule will update disposition instructions for the following:</b> <b>A. Inputs B. System Data C. Outputs D. System Documentation</b>  <b>See attached.</b>		

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**Background**

The Work Request Management System (WRMS) replaces the Work Request Tracking System (WRTS) as the official repository that tracks and controls requests for changes to IRS computer systems and IT support by the Modernization and Information Technology Services (MITS). All open work requests will be migrated to the WRMS system and all closed requests will be moved to off-line storage and will follow the proposed disposition of this schedule. The system provides a common framework to document, control, monitor, and track work requests from submission through completion. It maintains all status and assignment information related to the requests.

**A. Inputs:**

Corporate Authoritative Directory Service (CADS) provides Identity Management information for the WRMS system.

Other information is input into the system manually and may include end-user attachments to the work request.

**Disposition: TEMPORARY. Delete/Destroy when no longer needed for business.**

**B. System Data:**

Work Request data includes reference numbers, project names, dates of submittal and completion requirements, Capital Planning and Investment Control categories and linked references, Notice impact supplier information, vendor product information, rationale for changes, justifications, legislation links (if applicable), cost estimations, end user attachments, request status, and additional information as necessary.

**Disposition: TEMPORARY. Cut off when request is closed. Delete/Destroy 6 years after cutoff.**

**C. Outputs:**

WRMS has multiple report features that include, but are not limited to, Maintenance Work Request Report, New Project Request Report, Project History Report, Project Impact Report, Requestor Requirements Status Report, All Status Report, Weekly Activity List Report, Work Request Response Report, and Work Request Due for Completion Report, as well as ad hoc custom reports.

\*\* Note: There are no physical connections to other systems for output from WRMS.

N1-058-09-26

GRS 20.2

GRS 20.5

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**Disposition: TEMPORARY. Delete/Destroy when no longer needed for business.**

**D. System Documentation:**

Owners Manual, User Manual, Data Dictionary, Software Design Description, Software Requirements, Implementation Requirements Analysis Document (IRAD), Computer Operations Handbook (COH) et al

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