

ACTIVE ITEMS. There are no active items on this schedule. This schedule cannot be used to disposition records.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.

For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition

(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
A/1	NA	lined off prior to approval
A/2	Inactive (T)	superseded by DAA-GRS-2016-0016-0002 (GRS 5.1 / 020)
B/1	Inactive (T)	records presumed destroyed, listed in 2025 IRS manual as "reserved"
B/2	Inactive (T)	superseded by DAA-GRS-2016-0016-0002 (GRS 5.1 / 020)
C/1	Inactive (T)	records presumed destroyed, listed in 2025 IRS manual as "reserved"
C/2	Inactive (T)	superseded by DAA-GRS-2016-0016-0002 (GRS 5.1 / 020)
D/1	NA	lined off prior to approval
D/2	NA	lined off prior to approval

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. TELEPHONE
202/535-3936 x3028

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-58-99-2

DATE RECEIVED

3-22-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

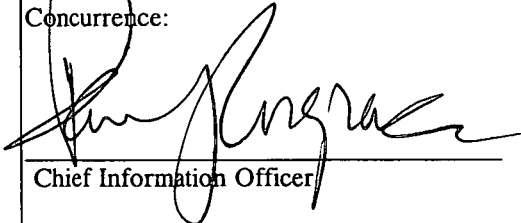
Records Control Schedul 118 for Servicewide Information Systems
(New IRM 1.15 - Schedule 10)

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.

Concurrence:


Chief Information Officer

Agency NAWM, NAWMD, NR, NWCT

Item
No.

Series Description

Authorized Disposition

NARA
Job No.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 ^{word}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

1. Paper

Destroy 1 year after obtaining Year 2000 certification.

N1-58-98-xx

2. Electronic Source Records (email or ^{word}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.]

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 ^{word}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).

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 ^{word}office automation) used to create/produce the recordkeeping copy.

Destroy, delete, or overwrite after recordkeeping copy has been produced.

N1-58-98-xx