

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-056-09-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/15/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1D, System Documentation

Item 2, Documentation dealing with the establishment, operations, and oversight of the audit program

Item 3, Internal Peer Reviews and External Peer Reviews of other Inspector General Offices

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1A and C were withdrawn.

DAA-0056-2012-0001-0001 supersedes item 1B.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Number 01-56-09-6	
1. From: (Agency or establishment) Department of Treasury		Date Received 6/8/09	
2. Major Subdivision Treasury Inspector General for Tax Admin		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision Assistant Inspector General for Audit			
4. Name of Person with whom to confer Rose Hunt	5. Telephone (include area code) 2026225977	Date 10-26-09	Archivist of the United States <i>Admiral [Signature]</i>
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 <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="checked" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>Francis C. [Signature]</i>		Title DO Records Officer	
		Date (mm/dd/yyyy) 06/02/2009	
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Treasury Inspector General for Tax Administration (TIGTA) The Treasury Inspector General for Tax Administration was established in January 1999 in accordance with the Internal Revenue Service Restructuring and Reform Act of 1998 (RRA 98) to provide independent oversight of Internal Revenue Service (IRS) activities. TIGTA's focus is entirely on tax administration issues. TIGTA conducts and supervises independent and objective audits and investigations relating to IRS programs and operations. TIGTA informs the Secretary of Treasury and the Congress of problems and the progress made in resolving them.		

1. **TeamMate Audit Management System:** This system is the primary audit documentation, project tracking and workflow management tool for the Office of Audit. It provides front-line project management, managerial support and oversight to Office of Audit by tracking each project from planning to issuance of final report. It provides typical project management efficiency matrices, tracks project time, expense and is customized/configured to provide snapshot of the entire Office of Audit program with up-to-the-minute information. The system serves as the primary tool for creating and maintaining audit work papers and supporting documentation. Documentation relates to audits, as well as inspections, evaluations completed under the auspices of the Office of Audit of a particular office activity or function for a specific period, as well as special studies and/or investigations conducted by the Office of Audit or jointly with other organizations. Documentation includes, but is not limited to, analyses, interview records, audit plans, discussion draft reports, draft reports, memoranda, as well as taxpayer confirmation letters and replies.

- a) **Inputs:** ~~Electronic and paper information serving as supporting documentation necessary for reviewing and evaluating IRS programs and operations.~~

Disposition: Once data is input into the system as a work paper (i.e. direct entry, downloaded or scanned) and the audit is closed original source documents are no longer required. GRS 20

- b) **Master Audit File:** Contains data related to the planning, execution and reporting of Office of Audit projects since 1998. The system provides workflow management (i.e., project tracking), program planning and time and expense data along with documentation used to support results of audits, as well as inspections, evaluations completed under the auspices of the Office of Audit on past, current and planned reviews.

Disposition: Cutoff files at the end of the fiscal year. At end of fiscal year in which a report is issued supporting project files are moved to a retention area on servers. Destroy nine years after cut-off or when information is no longer needed as determined/approved by the TeamMate Project Manager or designee.

- c) **Outputs:** Statistical data, numerous reports and data "views" pertaining to the planning, execution, performance and reporting of Office of Audit projects.

Disposition: Cutoff files at the end of the fiscal year. Destroy on-site three years after the end of relevant fiscal year or when no longer needed whichever is later. GRS 20

- d) **System Documentation:**

Disposition: Destroy on-site ^{nine} ~~three~~ years after the termination of the System.

- see email of 7/22
from agency R.O.
- RF

2. **Documentation dealing with the establishment, operations, and oversight of the audit program:**

Electronic and hard copy documentation includes, but is not limited to, DIGA Memoranda, MIS Data/Reports, oversight reports, tracking logs, Monthly Performance Reports, executive communications, Inspector General briefing documents, OA guidance documents, Contact the OA Executives Questions and Answers and studies or analysis of OA operations or activities and resulting documentation/reports.

Disposition: Temporary. Cutoff files at end of fiscal year. Destroy on-site three years after the end of relevant fiscal year or when no longer needed whichever is later.

Superseded by:

DA-A-0056-2012-001-0001

DATE (MM/DD/YYYY):

09/12/2013

3. **Internal Peer Reviews and External Peer Reviews of other Inspector General Offices:**
Electronic and hard copy documents including final reports, related work papers and correspondence.

Disposition: Temporary. Cutoff files at end of fiscal year. Destroy on site four years after the end of the relevant fiscal year or after the subsequent External Peer Review whichever is later. Final reports are to be kept for four years or until no longer needed, whichever is longer.