Request for Records Disposition Authority

Records Schedule Number	DAA-0058-2013-0010
Schedule Status	Approved
Agency or Establishment	Internal Revenue Service
Record Group / Scheduling Group	Records of the Internal Revenue Service
Records Schedule applies to	Major Subdivsion
Major Subdivision	Information Technology
Minor Subdivision	Cybersecurity
Schedule Subject	Data Loss Prevention (DLP) System
Internal agency concurrences will be provided	No

Background Information

The IRS Cybersecurity Implementation Branch is leading the Safeguarding PII (Personally Identifiable Information) Data Extracts (SPIIDE) project The SPIIDE project's objectives are to promote secure practices in electronic communications on the IRS network to protect sensitive data The project will deploy the Data Loss Prevention (DLP) solution offered by Symantec Corporation SPIIDE has technical capabilities as well as integrated business processes to reduce and/or mitigate PII exposure DLP notifies employees of blocked PII disclosures, helping them avoid inadvertent IRM violations and increasing their awareness about safe practices System deployment was originally was planned for July 2013, but budgetary issues have forced delays Records will be collected/ retained beginning with deployment

Any unauthorized PII released by IRS employees will be collected by the system (and assigned an event ID) Policy violations will be captured by Network Monitors placed at the IRS' three data centers (Martinsburg, Memphis, and Detroit) Accuracy, timeliness, and completeness will be verified by the Operations team receiving and reviewing DLP events, per their discretion, the events or incidents will be resolved, dismissed, or referred to the appropriate Incident Response/Management parties (i e Treasury Inspector General for Tax Administration [TIGTA]; or, internal to IRS, the Computer Security Incident Response Center [CSIRC] or the Privacy, Governmental Liaison and Disclosure [PGLD] Office)

This effort supports IRS compliance with OMB mandates for data protection within Federal agencies (see OMB M07-16 guidance), as well as the FISMA Trusted Internet Connections (TIC) initiative

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0058-2013-0010

Sequence Number	
1	Data Loss Prevention (DLP) System
1 1	B System Data Disposition Authority Number DAA-0058-2013-0010-0001

Records Schedule Items

Sequence Number

1 Data Loss Prevention (DLP) System
The Data Loss Prevention tool blocks outbound disclosures of Personally Identifiable Information (PII) and logs incidents temporarily within the application console for review and remediation This tool will help IRS employees avoid inadvertent IRM violations and increase their awareness about safe practices

1 1 B System Data

Disposition Authority Number DAA-0058-2013-0010-0001

System contains details of any PII data breach event These details include sender information, recipient email address, and the email or web traffic contents of the potential incident

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation System data is exclusively electronic

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
RCS 17, item 35B	Records Control Schedule 17 for Information Technology

Disposition Instruction

Cutoff Instruction Cut off upon close of event

Retention Period Delete/Destroy 90 days after cutoff or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later Incidents which are referred to incident-review organizations (i e PGLD, CSIRC, and TIGTA) may require longer DLP retention, pending the completion of any necessary data sharing At that point, incident

	information will follow the review organization's retention policies
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
03/13/2013	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Infromation Management Program
07/16/2013	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
07/22/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/23/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/25/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist