

## Request for Records Disposition Authority

Records Schedule Number      DAA-0058-2014-0002  
Schedule Status                Approved  
  
Agency or Establishment      Internal Revenue Service  
Record Group / Scheduling Group   Records of the Internal Revenue Service  
Records Schedule applies to    Agency-wide  
Schedule Subject                Return Review Program System.  
Internal agency concurrences will be provided    No

Background Information      The Return Review Program (RRP) is a mission-critical, web-based automated system that enhances IRS capabilities to detect, resolve, and prevent criminal and civil non-compliance that reduces the issuance of fraudulent tax refunds. It is a multi-functional system used to work Pre-Refund cases within the organization. It will consolidate/replace the use of multiple, disparate IRS systems once used for fraud detection and analysis/investigation. RRP selects all issues on the return through initial processing and routes it to the proper treatment stream in pre-refund status.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2014-0002

Sequence Number	
1	Return Review Program System.
1.1	System Data. Disposition Authority Number: DAA-0058-2014-0002-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Return Review Program System.</b> The Return Review Program (RRP) automated system is used to electronically track, report, monitor, and assign processing of pre-refund tax returns to prevent criminal and civil non-compliance.</p>				
1.1	<p><b>System Data.</b></p> <p>Disposition Authority Number      <b>DAA-0058-2014-0002-0001</b></p> <p>The Return Review Program (RRP) system contains taxpayer (individual/business) entity and form information from various sources to support tax return anomaly detection analysis. All data is considered sensitive and is handled using Personally Identifiable Information (PII) procedures.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>System recordkeeping data is exclusively electronic.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td><b>RCS 35, item number TBD</b></td> <td><b>Tax Administration - Electronic Systems</b></td> </tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction                        <b>Cut off RRP data at the end of the calendar year.</b></p> <p>Retention Period                         <b>Retain RRP data in system data tables for 3 years after cutoff, then archive. Maintain RRP archived data until no longer needed.</b></p> <p>Additional Information</p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	<b>RCS 35, item number TBD</b>	<b>Tax Administration - Electronic Systems</b>
Manual Citation	Manual Title				
<b>RCS 35, item number TBD</b>	<b>Tax Administration - Electronic Systems</b>				

### 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
11/23/2013	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
03/11/2014	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
03/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist