

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2014-0003
Schedule Status Approved

Agency or Establishment Internal Revenue Service
Record Group / Scheduling Group Records of the Internal Revenue Service
Records Schedule applies to Major Subdivision
Major Subdivision Small Business / Self Employed (SB/SE)
Schedule Subject Midwest Automated Compliance System (MACS) / Compliance Data Environment (CDE) Extract Request Form.

Internal agency concurrences will be provided No

Background Information This request for records disposition approval adds a sub-item "g" to IRS Records Control Schedule 35, item 44 for the MACS / CDE System to cover form requests for data extracts from that system (scheduled as MACS under Job No. N1-058-08-15, name change to CDE late 2008...sub-items "e" and "f" for Design/Development Phase Documentation and MAC Site System Output Records subsequently scheduled under Job No. N1-058-10-10).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2014-0003

Sequence Number

1

g. Extract Request Form.

Disposition Authority Number: DAA-0058-2014-0003-0001

Records Schedule Items

Sequence Number						
1	<p>g. Extract Request Form.</p> <p>Disposition Authority Number DAA-0058-2014-0003-0001</p> <p>This form is used to request external data transcribed from the Form 1040 series, 1120 series, 1120S, 1065, and 1041. Original approved extract request forms are to be maintained with any modifications and addenda.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</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>RCS 35, Item 44g</td> <td>Tax Administration - Electronic Systems</td> </tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year (in which request is granted or denied).</p> <p>Retention Period Destroy granted requests 6 years after cutoff, denied requests may be destroyed 3 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	RCS 35, Item 44g	Tax Administration - Electronic Systems
Manual Citation	Manual Title					
RCS 35, Item 44g	Tax Administration - Electronic Systems					

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
12/10/2013	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