

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0058-2023-0003

Status: APPROVED
Date Approved: 02/09/2024

General Information

Agency or Establishment	Internal Revenue Service
Record/Scheduling Group	0058 - Records of the Internal Revenue Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Corrupt PSTs.
Additional Schedule Information	<p>IRS is requesting a ONE-TIME non-recurring destruction of 16,088 legacy unreadable Personal Storage Table (PST) files (2,297,980,855, 199 bytes). These corrupt PST files are from the former 2013 and 2016 IRS Microsoft Exchange software that has been decommissioned. These PST files include both permanent Capstone and temporary non-Capstone email/data accounts that cannot be distinguished and separated and can no longer be restored. This obsolete software is no longer trustworthy or accessible. There is no capability to restore data to current email systems or network file systems. For these reasons IRS is asking to destroy these damaged/unreadable PST files.</p> <p>On September 30th, 2017, IRS successfully completed import of all discovered, healthy, and accessible PST files for IRS Main and Criminal Investigation (CI), as part of efforts to comply with NARA/OMB M-12-18 requirements for the management and retention of email records. IRS also executed two efforts to resolve damaged/unreadable PST files, beginning with a self-service effort in late 2017. This effort involved affected staff attempting self-repair and import of their PST files. This effort was followed by an enterprise-wide initiative to repair remaining unreadable Capstone Officials' PSTs in June 2018, and all non-Capstone users in April 2019, using a dedicated third-party technical support software ("Barracuda Software" - decommissioned). The PST files requiring destruction per approval of this request, are those that were not repaired as part of the above initiatives.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0058-2023-0003

Status: APPROVED
Date Approved: 02/09/2024

Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0058-2023-0003

Status: APPROVED
Date Approved: 02/09/2024

Outline of Records Schedule Items for DAA-0058-2023-0003

Item #	Title	Disposition
0001	IRS Legacy Unreadable PST Files.	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0058-2023-0003

Status: APPROVED
Date Approved: 02/09/2024

Records Schedule Items

DAA-0058-2023-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	IRS Legacy Unreadable PST Files.	
Item Description	Corrupt PST files from the former 2013 and 2016 IRS Microsoft Exchange software that has been decommissioned. These PST files include both permanent Capstone and temporary non-capstone email/data accounts that cannot be distinguished and separated and can no longer be restored.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	Yes	
GRS Disposition Authority List		
Disposition Authority	Title	
DAA-GRS-2022-0006-0001		
DAA-GRS-2022-0006-0002		
Justification for GRS Deviation	Files are corrupt/unreadable.	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy immediately after approval of this schedule.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0058-2023-0003

Status: APPROVED
Date Approved: 02/09/2024

Signatory Information

Action	User	Date
Accept	Esther Hidalgo	09/25/2023
Approve	Colleen Shogan	02/09/2024