

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-058-06-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>January 4, 2006</i>	
1. FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Internal Revenue Service			
3. MINOR SUBDIVISION Wage and Investment - Embedded Quality Review System (EQRS)/ National Quality Review System (NQRS)			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis Maureen Dietz	5. TELEPHONE NUMBER 202-283-9291 202-253-9451	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN <i>4/10/06</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>1</u> page(s) are not needed now for the business for 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="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/19/2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE IRS Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
IRM 1.15.31, Item 10(2)	<p>Background:</p> <p>Embedded Quality Review System (EQRS)/ National Quality Review System (NQRS)</p> <p>EQRS is used by managers to capture evaluative data obtained from monitoring taxpayer phone calls, reviewing paper cases, and face-to-face contacts. Reports can be generated for planning and training purposes and also for evaluating purposes. Managers use the System to track employee performance and training needs. Another function of the System is the NQRS component that is used by independent quality reviewers to capture non-evaluative national and local product review data obtained from monitoring taxpayer phone calls, reviewing paper cases, and face-to-face contacts. Reports can be generated for planning and tracking purposes. Management uses the System to track organizational performance against official business performance measures, and to identify opportunities for improvement.</p> <p>See Attached:</p>		<i>Job withdrawn</i>

a. Inputs:

Reviews of employee work on EQRS and reviews of products on NQRS input electronically via a Data Collection Instrument (DCI).

Delete/Destroy three years after close of reporting year.

b. Outputs:

A.) Various Printed Reports

Destroy when superseded or no longer needed.

B.) Directory Files- DAYS2CLOSE.<date> and NQRS.<date> files

Delete from directory six months after file transfer.

c. Master files:

EQRS and NQRS Master Data Files
One database record created for each Data Collection Instrument (DCI).

Delete/Destroy three years after close of reporting year.

d. System Documentation:

Codebooks, record layout, data dictionary, User Guide, Master Attribute Job Aids and other relevant documentation.

Delete/Destroy when superseded or obsolete.

WITHDRAWN