

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-058-07-10	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/17/07	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Large and Mid-Size Business Division (LMSB)			
3. MINOR SUBDIVISION Deputy Commissioner, International International Travel Office			
4. NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor	5. TELEPHONE NUMBER (202) 283-9291	DATE 9/11/07	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>2</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 5/9/2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> IRS Records Officer		TITLE
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	IRM 1.15.26 Records Control Schedule for Tax Administration - International New Item 44: International Passport Office Program (IPOP) (See attached)		
<i>SA 9/13/07 copies sent</i>			

1

International Passport Office Program (IPOP)
IRM 1.15.26, New Item 44

Description:

IPOP is used to monitor passports for IRS employees traveling to foreign countries.

Background:

IPOP is a Microsoft Access application. International has the responsibility to provide passports for IRS employees traveling to foreign countries, and to obtain required visas for IRS employees. IPOP is an integrated Access database with a data entry form and a set of customized reports. System reports can be used in emergency/crisis situations to identify which employees are in countries of interest.

All information within the Form record is input manually by employees of the International Meeting, Travel, and Visitors Program Branch. IPOP administrators create accounts for IRS users authorized by agency management.

IPOP contains approximately five years' worth of data. Related travel request packages are maintained in hard copy and alphabetically arranged by employee's (traveler's) last name. The traveler and the traveler's office initiate the travel request package with the Office of the Director, International. A new travel request package is created for each foreign trip.

a. Inputs:

Includes information obtained from the travel request package, which consists of a memorandum from the traveler requesting authorization for foreign travel and providing details of the trip, and a Form 1321 (Authorization for Official Travel). Information is also obtained from the traveler's passport.

1. **Travel Request Package.** Consists of the authorization memo, Form 1321, and attachments.

Disposition: Temporary. Cut off at close of fiscal year. Destroy 6 years, 3 months after cutoff.

2. **Passports.** Once passport applications have been processed, the passports for official travel are maintained by the International Travel Unit/CI until travel is required. Expired passports that are 15 years old are retired to the Passport Agency for disposal.

b. Master files:

Maintains data relevant to IRS employees traveling to foreign countries, including employee's name, DOB, address, and emergency contact information. Other data

includes passport number, issue and expiration dates, travel destination and business address, and security clearance information.

Disposition: Temporary. Cut off at close of fiscal year. Delete 6 years, 3 months after cutoff.

c. Outputs:

Electronic and paper reports generated on demand and including inquiries into the number of travel requests during a defined period, number of passports and visas requested and issued, and by/to whom, lists of IRS passports by number, and lists of international travelers in foreign countries.

Disposition: Temporary. Delete/destroy when superseded or no longer needed.

d. System Documentation:

Codebooks and user guide.

Disposition: Temporary. Delete/destroy when superseded or obsolete.