REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER	N1-058-08-3
Date received	11/1?/07

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment) Department of the Treasury	**NOTIFICATION TO AGENCY**
2. MAJOR SUBDIVISION Internal Revenue Service	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION National Taxpayer Advocate (NTA), Office of Systemic Advocacy	

4. NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor	5. TELEPHONE NUMBER (202) 283-9291	DATE 3/15/08	ARCHIVIST OF THE UNITED STATES *[signature]*

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 __3__ 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,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE 11/6/2007	SIGNATURE OF AGENCY REPRESENTATIVE *[signature]* Daniel W. Bennett	TITLE IRS Records Officer National Office, OS:A:RE:L Washington, DC 20224
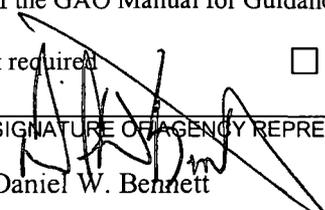
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	IRM 1.15.9 Records Control Schedule for Taxpayer Advocate New Item 11: Systemic Advocacy Management System (SAMS) **See Attached.** **Future IRS Updates:** Add Form 14411-A to Forms Inventory		

10. 4/4/08 copies sent to agency; NWME, NWMW, DR, NWCT

115-109   PREVIOUS EDITION NOT USABLE   **STANDARD FORM 115** (REV. 3-91)
Prescribed by NARA 36 CFR 1228

1	IRM 1.15.9, New Item 11 **Systemic Advocacy Management System (SAMS)** **Background:** *The Office of Systemic Advocacy is part of the Taxpayer Advocate Service (TAS) but is distinct within the organization. Systemic Advocacy's sole purpose is advocating change that benefits groups of taxpayers. It does not handle individual taxpayer cases.* *Systemic Advocacy means identifying and addressing systemic tax problems by analyzing their root causes and recommending corrective action, such as changes to IRS policy, procedures and processes, or by proposing legislative remedies.* *The Systemic Advocacy Management System (SAMS) is an Internet-based database of issues submitted to the TAS Office of Systemic Advocacy for resolution.* *Systemic Advocacy uses SAMS to receive and prioritize systemic issues and problems from IRS employees (directly via IRS intranet access) and the public (via Web portal), when the systemic tax problem affects a significant number of taxpayers. After reviewing each issue submission on the database, Systemic Advocacy decides whether it merits development as an advocacy project (based on ranking criteria), and if so, it is assigned to an analyst.* *SAMS also generates reports to assist management in tracking and analyzing issues, projects, and organizational performance.* *Substantive Systemic Advocacy analysis and recommendations are incorporated into reporting requirements at a higher level and scheduled as Permanent under IRM 1.15.9, Item 8 (National and Area Advocacy Reports) and Item 9 (Annual Report to Congress).* *No taxpayer data is collected, shared or stored in SAMS.*		

Description:

SAMS is the primary database used to record and manage all Systemic Advocacy project activities, task forces, IMD reviews, and advocacy portfolios.

A. Inputs:

Issue description and submitter contact information, as well as notes and preliminary research findings. For all accepted advocacy projects, input data includes project charters, system users and assigned roles, team members, contacts, milestones, objectives, research, analysis, recommendations, risks, and resources, as appropriate.

(1) Data electronically received from IRS employees and the public.

Disposition: Temporary. Delete/destroy after input verification into SAMS master files.

(2) Hardcopy issue submissions. Includes IR Forms 14411, Systemic Advocacy Issue Submission Form and 14411-A (Internal) available to the public and IRS employees as alternatives to electronic issue submission. Also includes other written communications from the public or IRS employees as a means of submitting issues for Systemic Advocacy consideration.

Disposition: Temporary. Cut off at end of the fiscal year. Destroy 1 year after cutoff and input verification into SAMS.

B. Master Files:

Maintains data relevant to systemic advocacy issues impacting groups of taxpayers locally, regionally, and nationally. Includes information about systems, processes, policies, procedures, and legislation requiring study, analysis, recommendation, and action. Systemic issues involve protecting taxpayer rights, reducing or preventing taxpayer burden, ensuring equitable treatment of taxpayers, and providing essential services to taxpayers. Accepted systemic advocacy issues are recorded in SAMS as projects, and SAMS tracks the status of projects from issue submission to closure, including the monitoring and implementation of recommendations. Data also includes system user information to manage access

and authorization, audit trail information, and resource allocations.

Disposition:

Retain last 10 fiscal years of all issue submissions and associated projects (regardless of status) in SAMS Active database.
Move issue and (closed) project data to Archives storage after the close of the 10th fiscal year in which they were received.
Delete data 10 years after removal to Archives storage.

Note: Closed project records are static and can only be viewed. Only the SAMS Program Manager or delegate can re-open closed SAMS projects.

Note: Archiving takes place annually, shortly after the end of the fiscal year.

C. Outputs:
Standard and ad hoc reports relating to systemic advocacy issues and projects, their status (e.g. pending, completed, rejected or approved), and associated resources spent (e.g. monies and hours).

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

D. System Documentation:

Code books, record layouts, user guides and manuals.

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