REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-58-09- 24

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

Date received 4/8/09

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of the Treasury	

2 MAJOR SUBDIVISION
Internal Revenue Service (IRS)

3 MINOR SUBDIVISION
Small Business/Self Employed

4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Tracee M. Taylor	(202) 435-6308	7/21/09	Adrienne Thomas

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 ___2___ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3\31\2009	Daniel W. Bennett	IRS Records Officer National Office, OS:A.RE:SC 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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RCS 1.15.18 for Records of the Enterprise Computing Center - Detroit **Update to RCS:** **1.) New Item 55**, Federal – State Business Return Transcription File (BRTF) Extract ***RCS 1.15.35 for Tax Administration Electronic Systems** **1.) Add pointer to Item 55 in RCS 1.15.18** **RCS 1.15.35 is a cross-walk of electronic systems to official IRS Records Control Schedules.** The records are owned by the SB/SE Government Liaison Data Exchange and processed by the Enterprise Computing Center – Detroit.		

RCS/18, Item 55	**Background:** *The Federal-State Business Return Transcription File (BRTF) extract contains data from Forms 941, 1041, 1065, 1120, 1120S, 706 and 709. The information on the BRTF extract is obtained from the tax return as originally processed (which would reflect math error corrections) and is not updated to include amended returns or subsequent adjustments. Therefore, discrepancies may exist between information on this extract and other sources, including other IRS Master Files.* **Description:** The Federal – State Business Return Transcription File (BRTF) annual extract create a file of taxpayers whose return posted between cycle 40 of the previous processing year and cycle 39 of the current processing year. The BRTF contains business tax return information as it was transcribed. a. **Inputs:** Includes data extracted from two IRS files, the Business Master File (BMF) and the Business Return Transaction File (BRTF). The BMF/BRTF extract is actually two separate extracts. Agencies must enroll for the BMF extract in order to enroll for the BRTF extract since name and address information is not included on the BRTF extract. The only exception is that an agency may obtain the BRTF extract for the Form 706 data only as it does include name and address information. These two extracts are usually referred to as one, using the singular grammatical form. *Disposition: Temporary. Note - The Business Master File (BMF) and Business Return Transaction File (BRTF) are scheduled records under IRM 1.15.29. Information extracted from the BMF and BRTF can be deleted/destroyed upon verification or when no longer needed.* b. **System Data:** The Business Return Transaction File (BRTF) contains line items and data elements from the	**NEW**		

following Forms: ɕ-ɪ2, 1041, 1065, 1120, 1120S and 706. The extract Year 2007 BRTF Extract would include records for Original returns that posted from Cycle 200640 to 200739.

Disposition: Temporary. Destroy when 3 years old or no longer needed for operational purposes, whichever is sooner.

c.   Outputs:

15 systems receive data from this application. They are: Business Master File Statistics of Income Extracts, Business Return Transaction Data Store, Census 941-943 Extract, Census Annual Economic Data Extract, Census QFR Data Extract, Compliance Data Environment, Electronic Fraud Detection System, Enforcement Revenue Information System, Exempt Organizations Extracts, Federal Unemployment Tax Act Tier 1, Federal-State BRFT Extract, Management Information System Reports, Midwest Automated Compliance System, and NASS BMF-IMF-ELF Extract.

Disposition: Temporary. Destroy when obsolete, superseded, or no longer needed for business, whichever is later.

d.   System Documentation:

System documentation consists of codebooks, records layout, user guides, and other related materials.

Disposition: Temporary. Delete/destroy when superseded. Last versions should be deleted 5 years after the system is terminated, whichever is later.