REQUEST FOR RECORDS DISPOSITION AUTHORITY	**LEAVE BLANK (NARA use only)**	
(See Instructions on reverse)	JOB NUMBER **N1-058-09-⅄𝟹**	

	TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	DATE RECEIVED **6/17/09**
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10
3	MINOR SUBDIVISION Wage and Investment (W&I), Strategy, Planning & Policy Division, Strategy and Innovation Branch	

4	NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett IRS Records Officer Julie A Rushin	5 TELEPHONE 202-435-6337 404-338-8800	DATE 9-2-09	ARCHIVIST OF THE UNITED STATES *Adrienne Thomas*

5   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__ pages(s) are not now needed for the business of 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 6/17/2009	SIGNATURE OF AGENCY REPRESENTATIVE Daniel W Bennett IRS Records Officer	TITLE IRS Records Officer National Office, OS A RE Washington, DC 20224

7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	IRM 1.15.29 Records Control Schedule for Tax Administration – Wage and Investment Records **Future Updates:** • **Adds new Item 423 for *Secure Object Repository (SOR)*** **Item 423 Secure Object Repository (SOR)** **Sub-Items** • **a. Inputs b. Outputs c. Data d. Systems Documentation** **IRM 1.15.35 Records Control Schedule for Tax Administration - Systems (Electronic)** **Future Updates:** • **Adds new pointer to Item 423 in RCS 1.15.29 for Secure Object Repository (SOR)** **The records are owned by Wage and Investment (W&I), Customer Account Services (CAS), Business Modernization, Accounts Management Services.** *See attached*		

Background:

Secure Object Repository (SOR) is an application designed to support requests for sensitive tax-related information It provides a method to return sensitive, tax-related information that cannot be sent using ordinary e-mail to registered users and IRS employees

The e-Services project is an IRS Business Systems Modernization Office Project focused on revolutionizing the way taxpayers transact and communicate with the IRS This Web-based project expands the existing third-party tools and data collection processes The project creates and markets easy-to-use electronic products and services, which are intended for specific customer segments.

e-Services has several products designed to improve access to the IRS and the data necessary for the resolution of taxpayer account issues. One such product is the Transcript Delivery System (TDS) TDS allows an authorized practitioner to submit a request for certain types of transcripts electronically and receive them on-line via another preferred delivery method Delivery methods include

Online responses
Bulk Information placed in a Secure Object Repository (SOR) or secure mailbox
Facsimile
Postal Mail

SOR Repository provides an end-user the ability to have TDS System deposit the letters and/or products in their SOR which functions as a secure mailbox that only that end-user can access Thus, each end-user has a SOR where data is placed, or deposited They access this data by clicking the "Mailbox" link found in the navigation tool bar towards the top of the e-services program For most of the products delivered to the SOR, an e-mail is sent to the end-user alerting them data has been placed in their SOR Depending on the type of data, and whether or not it has been Read or left Unread, the system will automatically delete the files The system's data has short-termed usefulness and is considered obsolete after 45 days

IRM 1 15 29, Item 423

NEW

Secure Object Repository (SOR)

Description:

Secure Object Repository (SOR) provides a method to return sensitive, tax-related information that cannot be sent using ordinary e-mail to registered users and IRS employees Secure Object Repository (SOR) is an application designed to support requests for sensitive tax-related information

A.   Inputs:

The Secure Object Repository (SOR) receives its information from the Qmail server located in the Enterprise Computing Center - Detroit To access the SOR, the user clicks on the email link from the e-services main menu page after logging onto e-services Links to any internal or external system, currently do not exist. Inputs to SOR include, but are not limited to Tax law

and procedural updates/changes, customer inquiry information, existing customer account data via eServices Registration, links to Power of Attorney (POA) information, and, internal IRS transcripts.

Disposition: Not Applicable   Inputs to the system are appropriately scheduled under other published disposition authorities approved by the National Archives and Records Administration   The official records reside and are managed in the original source systems.

B.   System Data:

Contents of a user's SOR includes reports the user requests, transcripts requested by the user, EAR responses sent by AM, TIN matching results, and error messages   The contents have relatively short-lived usefulness

Disposition TEMPORARY Delete/destroy when obsolete, or no longer needed for business functioning

C.   Outputs:

Outputs of the Secure Object Repository (SOR) include account specific information (including transcripts), eCatalogue order fulfillment, and trend information

Disposition: TEMPORARY Destroy/Delete when no longer needed for business functioning Outputs generated to Taxpayer Accounts and Case Files are treated as original records and will be managed in the target paper files or case systems

D.   System Documentation:

System Documentation for the Secure Object Repository (SOR) is stored in the DocIT Library   This documentation includes, but is not limited to, Program, Technical, Operations & Maintenance and End-User Documentation

Disposition TEMPORARY Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner