

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>N1-058-09-76</b>	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>8/17/09</b>	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Wage and Investment (W&I)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor Bonnie Romero		5 TELEPHONE 202-435-6308 202-283-7173	DATE <b>8/12/09</b> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>1</u> 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,  <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <b>8/12/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W Bennett IRS Records Officer		TITLE IRS Records Officer National Office, OS A RE SC 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>RCS 1.15.29 Submissions Processing Campus Records</b></p> <p>New Item</p> <p>Item 429, <u>Notice Conversion System (NOTCON)</u></p> <p><b>* RCS 1.15.35 Tax Administration Electronic Systems</b></p> <p>Add pointer to Item 429 in RCS 1 15 29</p> <p>RCS 1 15 35 is a cross-walk of electronic systems to official IRS Records Control Schedules</p> <p>(see attached)</p>		

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JOB NUMBER

**N1-058-09-**

IRM  
1 15 29,  
Item 429

**Notice Conversion System (NOTCON)**

NEW

**Background:**

The Internal Revenue Service (IRS) corresponds with taxpayers for a variety of reasons. One of the reasons the IRS corresponds with a taxpayer is to inform that taxpayer of a settlement amount owed or due. Notice Conversion (NOTCON) is a modernized notice composition system used to process notice data via a single composition tool.

**Description:**

Notice Conversion (NOTCON) is a modernized notice composition system used to process notice data via a single composition tool.

**A. Inputs:**

Inputs to Notice Conversion include data extracted from numerous electronic individual and business taxpayer data files using the Customer Account Data Engine (CADE).

Disposition TEMPORARY Delete/destroy any cached input files following validation of receipt by the system.

**B. System Data:**

Notice Conversion consists of batch files of taxpayer data reformatted for use in composed settlement notices.

Disposition TEMPORARY Delete 14 days after receipt.

**C. Outputs:**

Settlement notice data is composed into specified business owner formats and distributed for print/mail to the taxpayer.

Disposition TEMPORARY Delete/destroy within 14 days after distribution.

**D. System Documentation**

System documentation for the Notice Conversion System (NOTCON) consists of codebooks, records layout, user guide, and other related materials.

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

GRS 20

exception to  
GRS 20.4,  
20.5,  
20.6

exception to  
GRS 20.11