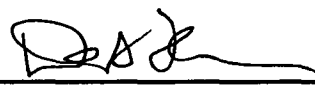| REQUEST FOR RECORDS DISPOSITION AUTHORITY	
REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	JOB NUMBER **N1-058-09- 79**
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	DATE RECEIVED **8/26/09**

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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10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 Small Business/Self Employed, Taxpayer Information File (TIF) Update Section, IDRS	

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Daniel W Bennett, IRS Records Officer	202-435-6337		
Daniel J Ho	202-283-3311		
Stephanie L Hughes	202-283-3867	*22-Jul 10*	

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/18/2009	Daniel W Bennett IRS Records Officer	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB) **Future Updates:** • **Adds new Item 73 for *Quarterly Bank Extract System (QBE)*** **Item 73 Quarterly Bank Extract System (QBE)** **Sub-Items** • **a. Inputs b. Outputs c. Data d. Systems Documentation** **RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)** **a.) Add new pointer to Item 73 in RCS 1.15.19** **The records are owned by Small Business/Self Employed, Taxpayer Information File (TIF) Update Section, IDRS Branch and processed by the Martinsburg Computing Center (ECC-MTB).** ***See the attached***		

| IRM
1.15 19,
Item 73 | **Background:**

Quarterly Bank Extracts (QBE) receives quarterly extracts from Individual Master File (IMF) and Business Master File (BMF) and matches them against the Taxpayer Information Files (TIFs) for more recent TC 520 data This system is part of Integrated Data Retrieval System (IDRS) processing   Formerly listed as the Quarterly TIF Extract (QTR)

Quarterly Bank Extract System (QBE)

Description:

Quarterly Bank Extracts (QBE) receives quarterly extracts from Individual Master File (IMF) and Business Master File (BMF) and matches them against the Taxpayer Information Files (TIFs) for more recent TC 520 data This system is part of Integrated Data Retrieval System (IDRS) processing

A.   Inputs:

Inputs to the Quarterly Bank Extract System (QBE) are extracted from the Individual Master File (IMF) and Business Master File (BMF)

Disposition: TEMPORARY. Delete/destroy cache file after successful entry and verification into the system

B.   System Data:

The Quarterly Bank Extract System (QBE) maintains both IMF and BMF quarterly and annual data QBE processes Individual (IMF) and Business Master File (BMF) extracts of those accounts to which a TC520 (Bankruptcy) has been posted These extracts are matched against the Business Taxpayer Information File and Individual Taxpayer Information File in separate runs   The MF extracts are updated with the most recent information form the TIF

1 Quarterly Extract

Disposition TEMPORARY. Cutoff when Quarterly Extract is superseded by a new Quarterly Extract   Delete/destroy 1 Quarter after cutoff or when no longer needed for operational purposes, whichever is later

2 Annual Extract

Disposition TEMPORARY Cutoff when Annual Extract is superseded by a new Annual Extract   Delete/destroy 6 years after cutoff or when no longer needed for operational purposes, whichever is later | NEW

GRS 20. 26 | |

C.   Outputs:

Outputs of the Quarterly Bank Extract System (QBE) consist of transmissions to the Automated Insolvency System (AIS)   The AIS receives the QBE extract for the Litigation Accounts Management System module (LAMS)

Disposition TEMPORARY Delete/destroy batch files after posting to the AIS

*Note – The official records of Insolvencies are maintained for six years after bankruptcy case is settles as scheduled under Records Control Schedule 32, IRM 1.15 32, Item 35

GRS 20

D.   System Documentation

System Documentation for the Quarterly Bank Extract System (QBE) 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

Exception to
GRS 20 11 a 1

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NSN 7450-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228