REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

LEAVE BLANK (NARA use only)
JOB NUMBER N1-58-93-5
DATE RECEIVED 6-9-93

1 FROM (Agency or establishment)

DEPARTMENT OF THE TREASURY

2 MAJOR SUBDIVISION

INTERNAL REVENUE SERVICE

3. MINOR SUBDIVISION

ASSISTANT COMMISSIONER (INFORMATION SYSTEMS MGT.)

4 NAME OF PERSON WITH WHOM TO CONFER	**5 TELEPHONE**
ANTHONY B. CINCOTTA	(202) 535-3936

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE	ARCHIVIST OF THE UNITED STATES
2-16-95	*(signed)* Trudy Huskamp Peterson

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 __13__ page(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
5/24/93	*(signed)*	CHIEF, PROTECTIVE PROGRAMS AND RECORDS MANAGEMENT SECTION

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RECORDS CONTROL SCHEDULE 118 FOR THE ASSISTANT COMMISSIONER (INFORMATION SYSTEMS MANAGEMENT)		
	The records covered by this Schedule are created and accumulated in the Office of the Assistant Commissioner (Information Systems Management) (ISM).		
	The ISM organization has responsibility for the master file operation and maintenance; coordinating and developing integrated strategies to ensure efficient and effective data processing systems; evaluating requests for data resources to ensure compatibility with overall data processing systems; and developing, testing, implementing, and evaluating ADP equipment and software as requested.		
	The records are divided into two major groups which include administrative records, and program or functional records.		
	The complete Records Control Schedule 118, which includes the descriptions of records and authorized dispositions, is attached.		
	Attachment		

Copies Sent To agency, N CF NWT 2/23/95

115-109   NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

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

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

ADMINISTRATIVE RECORDS

1. ~~Administrative Management and Organization Records.~~

~~(a) Records, whether studies, analyses, or correspondence, which established the policies, practices, and programs for the management of the ISM organization. Included are organizational changes, functional realignments and responsibilities, long and short range planning documents.~~

~~RETIRE to the Washington National Records Center (WNRC) after 5 years.~~

~~DESTROY after 25 years.~~
NC-58-75-1, item 1 (1)

~~(b) Record copies which document the history of the ISM organization. Documentation may contain approved budget requests and financial plans, analyses, coordinations, approvals and disapprovals, recommendations, plans and implementing instructions.~~

~~CUT OFF files annually.~~

~~PERMANENT.~~

~~RETIRE to the Federal Records Center when 5 years old.~~

~~TRANSFER to the National Archives when 10 years old.~~
NC-58-75-1, item 1 (2)

~~(c) Reference copies.~~

~~DESTROY when no longer needed.~~

2. ~~General Administrative and Housekeeping Correspondence.~~

~~Routine correspondence, transmittals, facsimiles, and requisitions that relate to administrative housekeeping, and facilitative roles of the organization and not procedural in nature.~~

~~DESTROY after 2 years.~~
NC-58-75-1, item 2

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

3. **Annual Business Review Reports.**

Record copies of program review evaluations and associated correspondence on the operations and activities of IRS regional offices, service centers and district offices.

RETIRE to the Washington National Records Center after 5 years.

DESTROY when 10 years old.

~~4. Internal Audit Reports and related workpapers and correspondence, including reports on surveys, special studies, and investigations conducted jointly with other organizations.~~

~~**DESTROY** 3 years after completion or issuance of report.~~

NC1-58-77-3, item 1

~~Reference copies.~~

~~**DESTROY** after 3 years or when no longer needed in current operations, whichever is earlier.~~

NC1-58-77-3, item 1

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

PROGRAM RECORDS

5.   Program Requirements
Packages (PRP) and Functional
Specifications Packages
(FSP's).

Records consist of input and
output data specifications and
related processing formula
involved in each procedure of
a data processing system which
are required and prepared for
the development of computer
programs for the service
centers, Martinsburg Computing
Center (MCC), Detroit
Computing Center (DCC), and
regional and district offices.

(1) IMF and BMF PRP's--
includes many sections, each
of which deals with a subject
area of the Service Center
data processing system.

RETIRE to the Federal Records
Center 1 year after PRP is
revised or superseded.

DESTROY after 9 years. NC-58-75-1, item 31(1)

(2) FSP's--Contains many
sections, each of which deals
with a subject area of the
Service Center data processing
system. (Note: Superseded FSP
is placed in inactive file
when complete.)

RETIRE to the Federal Records
Center 1 year after PRP is
revised or superseded.

DESTROY after 9 years.
NC - 58 - 75 - 1, item 31(2)

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

(3) Special Project PRP's (IMF and BMF related)--These are of a continuing nature and are updated periodically with page changes and occasionally with a complete rewrite. (Note: Superseded pages or superseded PRP's are placed in inactive file.)

RETIRE to the Federal Records Center 1 year after PRP is revised or superseded.

DESTROY after 9 years.
NC-58-75-1, item 31 (3)

(4) Working and reference copies of PRP's.

DESTROY when no longer needed in current operations.
NC-58-75-1, item 31 (4)

6. Computer Program Books (CPB) for the IMF, BMF, and the Master File and service center, computing center, regional or district office-related programs. Requirements for processes described in the PRP's/FSP's. (The original or camera copy is maintained for updating.)

(1) CPB 1 including run description and schematic diagrams (narrative and picture of flow of data through the programs in the system).

DESTROY 3 months after the last program in CPB has been discontinued.
NC-58-75-1, item 32 (1)

(2) CPB 3 including Core Record Layouts. (Hard copy picture of the tape, card, printout, and microfilm record.)

DESTROY 3 months after the last program in CPB has been discontinued.
NC-58-75-1, item 32 (2)

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
~~(3) CPB 4 including assembly listings, patch sheets, card record transcript sheets, computer-generated listing of program instructions, listings of patches to computer programs. (Current edition is held 2 years.)~~	~~DESTROY after 2 years.~~ NC-58-75-1, item 32(3)
~~(4) CPB 5, detailed instructions for console operators running the computer programs. Includes operating instructions for I/O Units, Set-up, Switches, Halt List, and Message List.~~	~~DESTROY 3 months after last program in the CPB has been discontinued.~~ NC-58-75-1, item 32(4)
~~(5) Source decks (card, disk or tape) of the computer programs for the service center, Martinsburg Computing Center (feeder material for CPB 4), Detroit Computing Center, regional and district offices.~~	~~DESTROY 3 months after program is discontinued.~~ NC-58-75-1, item 32(5)
~~(6) Object tape, disk, or card deck run daily, monthly, and semiannually. (Note: Cut-off when program is rendered obsolete.)~~	~~DESTROY after 3 months.~~ NC-58-75-1, item 32(6)
~~(7) Run Status Report prepared by the programmer or supervisor as a feeder to the Run Status Summary.~~	~~DESTROY after 1 year.~~ NC-58-75-1, item 32(9)
~~(8) Run Status Summary—A consolidated summary of run development.~~	~~DESTROY after 1 year.~~ NC-58-75-1, item 32(10)

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

(9) ADP System Change Requests. Formal notification of systems problems and requests for action, such as Form 3548, TWX's, phone call reports, other evaluation forms and reports. (Note: Placed in inactive file when request has been answered.)

DESTROY after 1 year.
NC-58-75-1, item 32 (11)

(10) Control Log for System Change Requests, replies and related correspondence.

DESTROY after 1 year.
NC-58-75-1, item 32 (12)

(11) Work files including logic diagrams accumulated in the development of a program or special project.

DESTROY 3 months after termination of program or special project.
NC-58-75-1, item 32 (13)

(12) Error listing from production run for supervisors and program analysts.

DESTROY when no longer needed in current operations.
NC-58-75-1, item 32 (14)

(13) Control records for PRP and CPB control of transmittals and the updating of tapes; production controls for programmed run control printouts.

DESTROY after 1 year.
NC-58-75-1, item 32 (15)

(14) Program and Batch transmittals forwarding programs, patches and documentation to the service centers, Martinsburg Computing Center (MCC), Detroit Computing Center (DCC), and regional and district offices; patch control records which are a quality check of program patches in production for pipeline and new pipeline programs.

DESTROY 1 year after program becomes inactive.
NC-58-75-1, item 32 (16)

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

(15) Keypunch requests for keypunching programs, patch instructions and test data.

~~DESTROY when job is completed.~~ NC-58-75-1, item 32 (17)

(16) All other miscellaneous processing records such as narrative reports and estimates. (Note: Cut off when inactive or annually, whichever is appropriate.)

~~DESTROY after 1 year.~~ NC-58-75-1, item 32 (18)

(17) File search records.

~~DESTROY when inactive or after 6 months, whichever is earlier.~~ NC-58-75-1, item 32 (19)

(18) Log of file search requests.

~~DESTROY after 6 years.~~ NC-58-75-1, item 32 (20)

7. Information Systems Management Records consisting of development of practices and procedures governing the conversion to mechanization. Includes control coordination and operation of program.

NC-58-75-1, item 35

Records copies.

~~DISPOSAL NOT AUTHORIZED.~~

All other copies.

~~RETIRE to the Federal Records Center after 5 years.~~

~~DESTROY after 15 years.~~

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

8. Data Processing Equipment and System Requirements Analysis and Evaluations.

Case files include studies and analyses, cost analyses, study approvals, authorities to lease or purchase equipment, and specifications for procurement of equipment.

~~9. Case Files of Data Processing Equipment Acceptability Testing.~~

~~Records include procedures and guidelines for testing, testing forms, interim and final reports of the test, and related correspondence.~~

~~10. System Program Test Documentation (SAT).~~

~~Records include system test specifications, test runs, listing of test data and test results.~~

CUT OFF annually or upon completion of project or project phase.)

RETIRE to the Federal Records Center after 5 years.

DESTROY after 15 years.

NC-58-75-1, item 36

~~CUT OFF when test is completed or contractual requirements or acceptance test have been met.)~~

~~RETIRE to the Federal Records Center after 3 years.~~

~~DESTROY after 6 years.~~
NC-58-75-1, item 37

~~DESTROY 1 year after completion of test.~~

NC-58-75-1, item 38

Note: Stricken items indicate that the disposition authorization has not changed.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

11. ~~System Effectiveness Case Files.~~

~~Records include maintenance information, support capabilities, equipment configurations, requirements for additional capabilities, and analysis of various applications for ongoing systems.~~

~~RETIRE to the Federal Records Center after 5 years.~~

~~DESTROY after 10 years.~~

NC-58-75-1, item 39

12. ~~Machine Utilization Reports.~~

~~Records include monthly computer printed report of four submissions: usage, inventory, equipment gains and losses, and actual ADPE gains and losses.~~

~~RETIRE to the Federal Records Center after 2 years.~~

~~DESTROY after 5 years.~~

NC-58-75-1, item 40

13. Quality Review Worksheet [Report 30(242)0-1]

Scheduling (Part 1)
Tape Library (Part 2)
Computer Operations
   (Part 3)

The worksheet is an internal quality review report to account for the reviews conducted on a daily basis; and a daily tabulation of the items reviewed and the discrepancies recorded.
A short narrative of the discrepancies will be recorded in the areas provided on the worksheet. Each activity

DESTROY when 5 years old.

Withdrawn: Record not yet created
9/29/94 YKW

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DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

requiring review within
functional areas will be
identified on the worksheet.

Media storage: Diskette.
Location: Service Center

14. Quality Review Feedback
Sheet.
[Report 30(242)0-2]

A feedback sheet is prepared
for each discrepancy. The
discrepancy will be concisely
documented and categorized by
Scheduling, Tape Library, and
Operations. Each feedback
sheet will be assigned a
Quality Review Control Number,
which will be used to track,
control, and file the sheets.
The sheets will be used as a
turn-around document for
Computer Services management
to provide corrective action

to quality review function.
Media: Paper.
Location: Service Center.

DESTROY when 5 years old.

15. Quality Review Activity Sheet.
[Report 30(242)0-3]

Scheduling (Part 1)
Tape Library (Part 2)
Computer Operations
  (Part 3)

The Quality Review Activity
Sheets will be a weekly and
monthly summary of Quality
Review Activity. Quality
Review Activity Report will be

DESTROY when 5 years old.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION

prepared and sent to the
appropriate Regional Office
and the National Office
through the Quality Review
Bulletin Board network. This
report will include a
narrative on Service Center
quality and trends. This
analysis will be the basis for
the monthly Quality Review
Plan of critical functions
that need special emphasis.
Media: All reports will be
sent electronically and stored
on diskette. Diskette will be
stored at the Service Center.
Copies: Copies of the Report
will be maintained at the
Regional and National Offices.

Withdrawn

Note: Stricken items indicate that the disposition authorization has not changed.