

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-058-97-013**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/25/2025

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below remain active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1/B superseded by N1-058-07-016 / 1 (Input W-7)

Item 9 superseded by GRS 3.1 / 051 (DAA-GRS-2013-0005-0003)

Item 12/A superseded by DAA-0058-2017-0002-0001

Item 25 superseded by GRS 3.1 / 051 (DAA-GRS-2013-0005-0003)

Item 29 superseded by DAA-0058-2020-0004-0001

Item 43 superseded by GRS 3.1 / 051 (DAA-GRS-2013-0005-0003)

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-58-97-13**TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408DATE RECEIVED **MAY 6 1997**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

**All functions in National Office and in the Field**

4. NAME OF PERSON WITH WHOM TO CONFER

**Allen Szott**

5. TELEPHONE

**535-3936**

DATE

**2-9-98**

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

## 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 \_\_\_ 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 **5/7/97**

SIGNATURE OF AGENCY REPRESENTATIVE

*Robert DeCarmine*TITLE **IRS Records Officer**7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

The Internal Revenue Service uses electronic systems to process tax returns and remittances and to track and manage instances of non-compliance. This new Records Control Schedule contains disposition authority for those electronic systems used by the IRS in its tax administration activities.

Item No.	Description of Record	Disposition Authorization
	<u>TAX FILING SYSTEMS</u>	
1.	<u>Individual Taxpayer Identification Number (ITIN)</u>	
	A. ITIN is used to issue unique, permanent taxpayer identification numbers to individuals who must file tax returns and their dependents, but are unable to obtain social security numbers. The database contains the ITIN, and taxpayer information.	<b>Delete</b> seven years after end of processing year.
	Program Office supported by the system: A/C (International)	
	B. Input Records: IRS Form W-7 completed by applicants	<b>Destroy</b> after one year or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner..
	C. Output Records: These records include printed Identity Cards and "Computer Paragraph" Notices, system backups, management information reports, ad hoc queries, audit trail or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
2.	<u>Service Center Recognition/Image Processing System (SCRIPS)</u>	
	A. SCRIPS is used to scan, number and image certain paper documents such as 1040EZs, Federal Tax Documents, and IRP documents. The database contains an image of the scanned data allowing users to process tax return data.	<b>Delete</b> when one year old or when no longer need for administrative, legal, audit, or other operational purposes whichever is sooner.

Item No.	Description of Record	Disposition Authorization
	Program Office supported by the system: SCRIPS Project Office	<del>See RCS 206, Items 56, 327, 85, and 88 for disposition authorizations.</del>
	B. Input Records: These records include 1040EZs, Federal Tax Deposits and IRP documents	<b>Delete</b> six years, three months after end of year processing or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: The FTD and IRP imaged data is electronically transferred to the SCRIPS system or FTD Mainline System (for mainframe processing) and then to Optical Disks for storage plus system backups, management information reports, ad hoc queries, audit trail or equivalent documentation in electronic or hard copy formats. 1040EZs images are not stored on optical disks.	<b>Delete</b> FTDs seven years after processing.
3.	<u>Telefile</u>	
	A. Telefile permits eligible taxpayers to file certain individual and business tax returns utilizing a touch-tone telephone. The database contains taxpayer information and is archived.	<b>Delete</b> archived data after two years.
	Program Office Supported by the system: Telefile Project Office	
	B. Input Records: These records include Individual and Business Tax data and is archived.	<b>Delete</b> archived data after two years.
	C. Output Records: The tax returns data are transferred to Electronic Filing for processing plus system backups, management information reports, ad hoc	<b>Delete</b> six years, three months after processing.

Item No.	Description of Record	Disposition Authorization
	queries, audit trail, or equivalent documentation in electronic or hard copy formats.	
4.	<u>Electronic Filing System (EFS)</u>	
	A. EFS provides a means of accepting and storing electronic returns for individual, and to some extent, business and employee plan returns. The database contains taxpayer return information.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	Program Office supported by the system: Chief Taxpayer Service, Electronic Tax Administration, Operations Office	
	B. Input Records: These records include electronic returns transferred via the Data Communications Subsystem.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: The electronic returns are transferred to the Returns Processing System (for mainframe processing) and then stored on the Archive and Retrieval Facility for subsequent retrieval and or printing plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.
5.	<u>Applicants Database/District Office</u> <u>Applicants Database (ADB/DOADB)</u>	
	A. The ADB/DOADB programs support the electronic filing program. The databases maintain information specific to the	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or

Item No.	Description of Record	Disposition Authorization
	electronic participants that transmit electronic tax returns for taxpayers.	other operational purposes whichever is sooner.
	Program Office supported by the system: Chief Taxpayer Service, Electronic Tax Administration, Operations Office	
	B. Input Records: These records include Form 8633 - Application to Participate in the Electronic Filing Program.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: These records include information provided to the district offices so that they can perform the necessary checks on each applicant to determine suitability plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
6.	<u>Remittance Processing system (RPS)</u>	
	RPS encodes, endorses, and prepares audit trails for checks received from taxpayers. The database provides documentation for preparation of the deposit of receipts, and generates payment posting information to update IDRS.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	Program Office supported by the system: Chief Taxpayer Service, Cash Management Office	
	B. Input Records: These records include magnetic tapes from the Distributed Input System and report files which contain returns, non-scannable payment vouchers and checks.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes

Item No.	Description of Record	Disposition Authorization
	<p>B. Output Records: These records include audit trails for checks received from taxpayers, documentation for preparation of the deposit of receipts, and payment posting information to update IDRS plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p>whichever is sooner.</p>
7.	<p><u>Remittance Processing System II - Optical Character Recognition/Remittance Processing System (RPS II - OCR/RPS II)</u></p> <p>RPS II, also known as OCR/RPS II, augments RPS and provides the capability of optically scanning notices, turn-around documents, and payment vouchers. The database contains taxpayer entity and taxpayer payment information.</p> <p>Program Office supported by the system: Chief Taxpayer Service, AC(Forms and Submission Processing), National Director, Submission Processing.</p> <p>B. Input records: These records include scannable payment vouchers and checks.</p> <p>B. Output records: These records include tapes transferring data to RPS and DIS plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>

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8.	<u>Electronic Management System (EMS)</u>	
	A. EMS allows return, remittances, information returns, federal/state exchanges and public access to be processed and archived electronically. The database receives and exchanges electronically submitted tax returns, information returns, payment data, and currency transaction reports.	<b>Delete</b> after seven years.
	Program Office supported by the system: Chief Information Officer	
	B. Input records: These records include electronically submitted tax returns, information returns, payment data, and currency transaction reports.	<b>Delete</b> after seven years.
	C. Output records: These records include system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> after seven years.
9.	<u>System Documentation Records</u>	
	These records include, but are not limited to, computer program books, functional specifications, user manuals, reference guides, data dictionaries, file layouts, training manuals, system design and analysis manuals, or equivalent documentation, for all of the above systems.	<b>Destroy</b> when superseded or obsolete.



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<u>TAX PROCESSING SYSTEMS</u>		
10.	<u>Archive and Retrieval Facility (ARF)</u>	
	<p>A. The ARF stores all electronically filed and TeleFile returns from individuals and Forms 941, 1041 and 1065 from businesses. This allows for electronic retrieval of a return so that corrections can be made or copies printed.</p> <p>Program Office supported by the system: Chief Taxpayer Service, Electronic Tax Administration, Operations Office</p> <p>B. Input Records: These records include electronically filed and TeleFile individual tax returns, and business returns filed on Forms 941, 1041 and 1065.</p> <p>C. Output Records: These records include system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
11.	<u>Automated Non-Master File, combined Annual Wage Reporting and Federal Unemployment Tax Act (ANMF/CAWR/FUTA)</u>	
	<p>A. This system is an electronic database that provides on-line, non-master file information and updated taxpayer non-master file data. The database contains tax processing and tax related applications.</p>	<p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>

Item No.	Description of Record	Disposition Authorization
	<p>Program Office supported by the system: Chief Taxpayer Service, AC (Forms and Submissions Processing, National Director, Submission Processing</p> <p>B. Input Records: These records include Federal Tax Deposits daily wire backups.</p> <p>C. Output Records: These records include taxpayer notices, internal reports and documents such as TDAs and TDIs, plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats..</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
12.	<p><u>Automated Quarterly Excise Tax Listing (A-QETL)</u></p> <p>A. A-QETL is used to review and correct and compute amount to be certified to respective trust funds. The database contains taxpayers detailed liability transaction postings.</p> <p>Program Office supported by the system: Chief Taxpayer Service, AC (Forms and Submission Processing), National Director, Submissions Processing</p> <p>B. Input Records: These records include taxpayers liability transactions downloaded from the MCC.</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>

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	C. Output Records: These records include system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for Administrative, legal, audit or other operational purposes whichever is sooner.
13.	<p data-bbox="383 678 805 709"><u>Corporate Files On-Line (CFOL)</u></p> <p data-bbox="383 751 951 930">A. CFOL provides users on-line, read-only access to current Master Files. It allows IRS case workers access to the most current tax account information. The database contains taxpayer information.</p> <p data-bbox="383 972 906 1077">Program Office supported by the system: Chief Information Officer, Corporate Systems Division</p> <p data-bbox="383 1119 946 1266">B. Input records: These records include taxpayer information from the IMF, BMF, IRAF, &amp; EPMF, and reflect data from those files.</p> <p data-bbox="383 1350 922 1528">C. Output records: These records include system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p data-bbox="1057 751 1438 930"><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p data-bbox="1057 1119 1438 1308"><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p data-bbox="1057 1350 1438 1528"><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
14.	<p data-bbox="383 1612 789 1644"><u>Distributed Input System (DIS)</u></p> <p data-bbox="383 1686 959 1860">A. DIS is the primary data entry system used to capture data submitted by taxpayers and other tax information used in Service Center processing. The database contains tax return information, records checks and</p>	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.

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	<p>remittances.</p> <p>Program Office supported by the system: Chief Information Officer, Input Systems Division</p> <p><del>B. Input records: These records include tax returns information received on paper, internal adjustments, and remittances.</del></p> <p>C. Output records: These records include electronic data transferred to IDRS and the master files plus system backups, management information reports, ad hoc queries, audit trail, and equivalent documentation in electronic and hard copy formats.</p>	<p><del>See RCS 206, Items 56 and 253 for Service Centers.</del></p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.</p>
15.	<p><u>Electronic Federal Tax Payment System (EFTPS)</u></p> <p>A. EFTPS electronically processes remittance data from individual and business tax payments. The database contains payment information from authorized financial agents that collect taxpayer payment requests, perform upfront validity checks, and initiate the funds transfer from the taxpayers' accounts to Treasury's account.</p> <p>Program Office supported by the system: Chief Taxpayer Service, Cash Management Office</p> <p>B. Input records: These records include taxpayer data, remittance amounts and how payments should be applied.</p>	<p><b>Delete</b> 7 years after end of processing year.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes</p>

Item No.	Description of Record	Disposition Authorization
		whichever is sooner.
	C. Output records: These records include electronic transfer of data to the master files, the Revenue Accounting Control System, Collection, IDRS, Notice of Review Processing System and CFO plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
16.	<u>Error Resolution System (ERS)</u>	
	A. ERS consists of records contain error conditions. The database contains raw error records and unpostable records.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	Program Office supported by the system: Chief Taxpayer Services	
	B. Input Records: These records include raw error records electronically transferred from the Generalized Mainline Framework, and unpostable records from the Generalized Unpostable Framework.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: These records include the corrected records that are electronically transferred to TEP and IDRS plus system backups, management information reports, ad hoc queries, audit trails, or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
17.	<u>Federal Tax Deposits (FTD)</u>	
	A. FTD processes Federal Tax Deposit payments made through commercial banks	<b>Delete</b> when one year old or when no longer needed for

Item No.	Description of Record	Disposition Authorization
	<p>and passes them to MCC for posting to the business master file. The database contains taxpayer payment information.</p> <p>Program Office supported by the system: Chief Taxpayer Service, Cash Management Office</p> <p>B. Input records: These records include taxpayer payment information.</p> <p>C. Output records: These records include electronic transfer of data to the Master File tape file transfer with collection, NRPS, IDRS plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p>administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
18.	<u>FTD Bulkdata Transfer Project</u> <p>A. This project is a joint effort with the Federal Reserve Banks to replace the magnetic exchange of data with electronic exchange of data. The database contains taxpayer payment information.</p> <p>Program Office supported by the system: Chief Taxpayer Service, Cash Management Office</p> <p>B. Input records: These records include taxpayer payment information.</p> <p>C. Output records: The taxpayer payment data electronically exchanged between the</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for</p>

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	FRB's system and the FTD system plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy.	administrative, legal, audit or other operational purposes whichever is sooner.
19.	<u>Generalized Mainline Framework (GMF)</u>	
	A. The GMF is a standardized framework for batch processing returns and non-returns for all master file systems through the Service Center pipeline. The database contains taxpayer information.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	Program Office supported by the system: Chief Taxpayer Service	
	B. Input records: These records include taxpayer information received from other systems used in pipeline processing.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output records: These records include electronic transfer of taxpayer information to other systems used in pipeline processing plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
20.	<u>Generalized Unpostable Framework (GUF)</u>	
	A. GUF routes unpostable transactions for correction. The database contains unpostable taxpayer records.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	Program Office supported by the system: Chief Taxpayer Service, Submission	

Item No.	Description of Record	Disposition Authorization
	Processing	
	B. Input records: These records include taxpayer information that does not post to any master file.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output records: These records include corrected taxpayer information posted to the master files plus system backups, management information reports, ad hoc queries, audit trail or equivalent documentation in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
21.	<u>Management Error Reports (MER)</u>	
	A. The MER system counts all errors identified by mainline processing which are accumulated for each tax class/ document code. The database contains error types.  Program Office supported by the system: Chief Taxpayer Service	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	B. Input records: These records include electronic transfer of data from GMF error files and the error resolution system.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output records: These records include counts and types of errors created by the taxpayers plus system backups, management information reports, ad hoc queries, audit trails, or equivalent documentation, in electronic or hard copy formats.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.



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22.	<u>Service Center Controls Processing System (SCF)</u>  A. SCF provides common control of all blocks of tax returns and related documents processed in the various systems that comprise the service center pipeline. The database contains control records for SCF to establish control of the block, indicate the number of documents in the block for good master file posting and allows adjustments to rectify block discrepancies. The system also records and accounts for all revenue received and disbursed within the service center pipeline system.  Program Office supported by the system: Chief Taxpayer Service, Revenue Accounting  B. Input records: These records include electronic transfer of data from various systems used in service center pipeline processing.  C. Output records: These records include control reports, adjustments data, reactivation data and revenue receipts plus system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy format.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.  <b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.  <b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner..
23.	<u>State Retrieval Subsystem (SRS)</u>  A. SRS stores state return information for	<b>Delete</b> when one year old or

Item No.	Description of Record	Disposition Authorization
	<p>retrieval by participating state revenue agencies. The database contains state returns.</p> <p>Program office supported by the system: Chief Taxpayer Service, Electronic Tax Administration, Operations Office</p> <p>B. Input records: These records include state return information electronically filed from RPS.</p> <p>C. Output records: These records include state return information retrieved by participating states plus system backups, management information systems, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p>when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
24.	<u>Integrated Case Processing (ICP)</u> <p>A. ICP is an umbrella system that implements components of the CIMS, CPS, TRIS, and provides access to the SERP system. The database contains taxpayer information.</p> <p>Program Office supported by the system: Chief Taxpayer Service</p> <p>B. Input records: These records include data electronically transferred from various systems including IDRS, ACS, AUR, and others.</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete</b> when one year old or</p>

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	C. Output records: These records include the electronic transfer of data to CIMS, CPS, and TRIS plus system backups, management information reports, ad hoc queries, audit trails, or equivalent documentation in electronic or hard copy formats.	when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
25.	<b><u>System Documentation Records</u></b>  These records include, but are not limited to, computer program books, functional specifications, user manuals, reference guides, data dictionaries, file layouts, training manuals, system design and analysis manuals or equivalent documentation, for all of the above tax processing systems.	<b>Destroy</b> when superseded obsolete.

Item No.	Description of Record	Disposition Authorization
<u>TAX COMPLIANCE/CUSTOMER SERVICE SYSTEMS</u>		
26.	<u>Discriminant Index Function Ordering System (DIF)</u>	
	<p>A. DIF enables Service Center Examination personnel to order IMF returns from the following inventories: amended returns, unreported income, potential returns, self-employment income returns, correspondence criteria returns, and regular returns. The database contains information on the IMF DIF inventory orders.</p> <p>Program Office supported by the system: Service Center Examination</p> <p>B. Input Records: These records include tape file from Generalized Mainline Framework.</p> <p>C. Outputs Records: These records include an error register, internal run control report, system backups, management information reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p><b>Delete</b> in 30 days or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p> <p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
27.	<u>International Case Management System (ICMS)</u>	
	<p>A. ICMS is used to track cases referred and assigned to International Examination groups. The ICMS database contains taxpayer return information</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>

Item No.	Description of Record	Disposition Authorization
	<p>Program Office supported by the system: Assistant Commissioner (International)</p> <p>B. Input Records: These records include electronic transfer of data from BMF, IMF, AIMS and ERCS databases.</p> <p>C. Output Records: These records include system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.</p> <p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.</p>
28.	<p><u>Inventory Delivery System (IDS)</u></p> <p>A. IDS analyzes IDRS Notice Accounts to determine the extent of research or perfection and directs cases to the precise process where it can best be worked or closed. The IDS database contains taxpayer return information, balance due amounts, and taxpayer delinquent account information.</p> <p>Program Office supported by the system: Collection</p> <p>B. Input Records: This records include electronic transfer of data from IDRS, CFOL, and ACS.</p> <p>C. Output Records: These records include closing transactions or reassignments via IDRS to the MasterFile, system backups, management information reports, program-related reports, ad hoc queries, audit trial, or equivalent documentation in electronic or</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is sooner.</p> <p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.</p>

Item No.	Description of Record	Disposition Authorization
	hard copy formats.	
29.	<p data-bbox="386 489 833 531"><u>Integrated Collection System (ICS)</u></p> <p data-bbox="386 562 935 898">A. ICS provides data on Taxpayer Delinquent Accounts (TDA) and Taxpayer Delinquent Investigations (TDI) which is used to work collection cases in the field. The database contains tax return information, TDA and TDI case data, Centralized Authorization File data, levy sources, transaction data, status and history information.</p> <p data-bbox="386 930 906 1010">Program Office supported by the system: Collection</p> <p data-bbox="386 1041 898 1192">B. Input Records: These records include electronic transfer of data from IDRS or manual input by revenue officers on the status of each case.</p> <p data-bbox="386 1266 927 1493">C. Output Records: These records include system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p data-bbox="1053 527 1443 747"><b>Delete</b> 3 years after processing or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is sooner.</p> <p data-bbox="1053 968 1443 1157"><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.</p> <p data-bbox="1053 1188 1443 1419"><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.</p>
30.	<p data-bbox="386 1524 954 1566"><u>Automated Work Control System (AWCS)</u></p> <p data-bbox="386 1598 954 1822">A. AWCS provides a case control index and also tracks asset seizures. The database contains taxpayer entity information, information on the type of case, date opened, value of seizure, seizure number, date closed, and value received.</p>	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.

Item No.	Description of Record	Disposition Authorization
	Program Office Supported by the system: Collection	
	B. Input Records: These records include source documents describing the case which are used by Collection employees to manually input data into system.	<b>Destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: These records include weekly reports on seizure cases transmitted to the Revenue Accounting and Control System, system backups, management information reports, ad hoc queries, audit trial, or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.
31.	<u>Automated Underreporter (AUR)</u>	
	A. AUR assists tax examiners in working underreporter cases, i.e., controls and tracks cases throughout the underreporter process, plus generates notices and letters to taxpayers. The database contains taxpayer account data, information return data, and bad payer data.	<b>Delete</b> 10 years after assessment.
	Program Office supported by the system: Executive Office for Customer Service	
	B. Input Records: These records include electronic transfer of data from IMF, IRTF, and IRMF.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.
	C. Output Records: These records include electronic transfer of data to IMF, plus CP 2000 and CP2501 Notices, letters to	<b>Delete/destroy</b> when one year old or when no longer needed for administrative,

Item No.	Description of Record	Disposition Authorization
	taxpayers, plus system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation.	legal, audit, or other operational purposes whichever is sooner.
32.	<p data-bbox="386 554 781 596"><u>Automated Lien System (ALS)</u></p> <p data-bbox="386 638 954 709">A. ALS provides a Servicewide database of all notices of Federal tax liens.</p> <p data-bbox="386 743 906 821">Program Office supported by the system: Collection</p> <p data-bbox="386 856 922 968">B. Input Records: These records include electronic transfer of data from the Master File.</p> <p data-bbox="386 1079 954 1415">C. Output Records: These records include notices of Federal tax lien sent to local filing jurisdictions electronically or via hard copy, notices of levy used in the collection process, plus system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy format.</p>	<p data-bbox="1052 638 1409 709"><b>Delete</b> one year after lien is paid in full.</p> <p data-bbox="1052 856 1440 1045"><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is first.</p> <p data-bbox="1052 1079 1409 1304"><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
33.	<p data-bbox="386 1562 917 1604"><u>Automated Offer in Compromise (AOIC)</u></p> <p data-bbox="386 1640 954 1856">A. AOIC controls all offers in compromise from receipt of the offer through the monitoring of the terms and conditions of the taxpayer's installment agreement. The database contains taxpayer return data and balance due amounts.</p>	<p data-bbox="1052 1640 1440 1822"><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>



Item No.	Description of Record	Disposition Authorization
	Program Office supported by the system: Collection	
	B. Input Records: These records include user input of taxpayer return data, balance due amounts, terms and conditions of installment agreement.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: These records include transaction code upload from AOIC to EOD10, plus system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
34.	<u>Trust Fund Recovery Program (TRFP)</u>	
	A. TRFP is an enforcement tool used to collect unpaid trust fund taxes when a business fails to pay. The database contains taxpayer account data, trust fund assessments, balance and payment information.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.
	Program Office supported by the system: Collection	
	B. Input Records: These records include electronic transfer of data from ICS and IDRS.	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: These records include assessment amount data fed to ACS, plus system backups, management information reports, program-related reports, ad hoc	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes

Item No.	Description of Record	Disposition Authorization
	queries, audit trail, or equivalent documentation in electronic or hard copy formats.	whichever is sooner.
35.	<u>Automated Insolvency System (AIS)</u>	
	A. AIS contains and processes information on bankruptcy court cases. The database contains information related to bankruptcy and insolvency cases, i.e., basic case and taxpayer account information, case histories, proof of claim data, and payment information.	<b>Delete</b> 6 years after case is closed.
	Program Office Supported by the system: Collection	
	B. Input Records: These records include electronic transfer of data from Masterfile/IDRS, court notices (electronic or hard copy), plus status information entered manually by Collection employees.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: Transaction code inputs and voucher payments to IDRS, proof of claims filed with court, letters to taxpayers and attorneys, plus system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
36.	<u>Electronic Fraud Detection System (EFDS)</u>	
	A. EFDS provides on-line capabilities to review Electronically Filed Returns (ELF) that have met QRP scoring criteria. It contains additional information and tools to assist CI tax examiners in evaluating the	<b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes

Item No.	Description of Record	Disposition Authorization
	<p>return as potentially fraudulent as well as to link other returns with similar characteristics. It also controls and tracks the referral to the district for potential criminal prosecution.</p> <p>Program Office supported by the system: Criminal Investigation</p> <p>B. Input Records: These records include electronic transfer of data from masterfile extracts and other information transferred from other systems.</p> <p>C. Output Records: These records include paper and electronic reports, plus system backups, ad hoc queries, audit trail, or equivalent documentation, in electronic or hard copy formats.</p>	<p>whichever is sooner.</p> <p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner.</p> <p><b>Destroy</b> audit trail information transferred to tape after 7 years.</p> <p><b>Delete/destroy</b> paper or electronic reports when one year old or when the information is obsolete, superseded or no longer needed in current operations whichever is sooner.</p>
37.	<p><u>Electronic Filing -- Questionable Refund Project (ELF-QRP)</u></p> <p>A. ELF-QRP analyzes electronically filed tax returns to determine if a return should be further reviewed by local Questionable Refund Detection Teams (QRDT). The database contains extract, selection and characteristic criteria for identifying potentially fraudulent individual tax returns.</p> <p>Program Office supported by the system: Criminal Investigation</p>	<p><b>Delete</b> when no longer needed for administrative, legal, audit or other operational purposes. See the QRP Computer Programmers Handbook and Computer Operator's handbook.</p>

Item No.	Description of Record	Disposition Authorization
	B. Input Records: These records include, but are not limited to, electronically filed tax return data and QRP adjusted return selection parameters.	<b>Delete</b> electronic media when obsolete, superseded or no longer needed in current operations. <b>Destroy</b> paper when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner. <b>See the QRP Computer Programmers Handbook and the Computer Operator's handbook.</b>
	C. Output Records: These records include, but are not limited to, electronically filed individual tax return data fed to the Electronic Fraud Detection System, plus system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit, or other operational purposes whichever is sooner. <b>See the QRP Computer Programmers Handbook and the Computer Operator's handbook.</b>
38.	<p data-bbox="386 1350 854 1377"><u>Questionable Refund Project (QRP)</u></p> <p data-bbox="386 1381 951 1602">A. QRP analyzes, categorizes, codes and scores data on returns to identify potentially fraudulent income tax returns. The database contains taxpayer data and selection criteria identified by the Questionable Refund Detection Team.</p> <p data-bbox="386 1644 911 1713">Program Office supported by the system: Criminal Investigation</p>	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.

Item No.	Description of Record	Disposition Authorization
	B. Input Records: These records include, but are not limited to, electronically filed tax return data and QRP adjusted return selection parameters.	<b>Delete</b> electronic media when the information is obsolete, superseded or no longer needed in current operations. <b>Destroy</b> paper when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner. <b>See</b> the QRP Computer Programmers Handbook and the Computer Operator's Handbook.
	C. Output Records: These records include, but are not limited to, electronically filed individual tax return data fed to the Electronic Fraud Detection System, plus system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when one year old or when longer needed for administrative, legal, audit or other operational purposes whichever is sooner. <b>See</b> the QRP Computer Programmers Handbook and the Computer Operator's Handbook.
39.	<u>Automated Substitute for Return (ASFR)</u>	
	A. ASFR determines and assesses the correct tax liability by securing a valid voluntary income tax return from the taxpayer, computes tax, penalties and interest, based on IRP information. The database contains taxpayer entity information, information return data, and audit data.	<b>Delete</b> when three years old or when no longer needed for administrative, legal, audit or other operational purposes, whichever is sooner.
	Program Office supported by the system: Customer Service	

Item No.	Description of Record	Disposition Authorization
	B. Input Records: These records include data downloaded from IRP, IDRS and Undelivered Mail System.	<b>Delete</b> when three years old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
	C. Output Records: These records include notices to taxpayers, data downloaded to IDRS, Electronic Filing System, correspondence to Collection Division of each Service Center, plus system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when three years old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.
40.	<u>Interim Revenue Accounting and Control System (IRACS)</u>	
	A. IRACS controls, records, and reports all financial revenue activities of the Service's tax processing systems through an expanded general ledger structure. The database includes 180 accounts containing information on revenue receipts, disbursements and assessments.	<b>Delete</b> when one year old or when no longer needed for administrative, audit, legal, or other operational purposes whichever is sooner.
	B. Input Records: These records include electronic transfer of data from Revenue General Ledger System and the Electronic Federal Tax Processing System.	<b>Delete</b> when one year old or when no longer needed for administrative, audit, legal or other operational purposes whichever is sooner.
	C. Output Records: These records include system backups, management information reports, program-related reports, ad hoc queries, audit trail, or equivalent documentation in electronic or hard copy formats.	<b>Delete/destroy</b> when one year old or when no longer needed for administrative, audit, legal or other operational purposes whichever is sooner.
41.	<u>Telephone Routing Interactive System (TRIS)</u>	

Item No.	Description of Record	Disposition Authorization
42.	<p>A. TRIS is an automated telephone call routing application that permits taxpayers to direct themselves to the appropriate source of information and resolve inquiries without assistor intervention.</p>	
	<p>Program Office supported by the system: Customer Service</p>	<p><del>SEE disposition</del> authorization for IDRS and IMF in RCS 117 and RCS 206.</p>
	<p><del>B. Input Records: These records include electronic transfer of data from IDRS and the Master File.</del></p>	
	<p>C. Output Records: These records include system backups, management information reports, program-related reports, audit trail, or equivalent documentation in electronic or hard copy formats.</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
	<p><u>Problem Resolution Office Management Information System (PROMIS)</u></p>	
	<p>A. PROMIS is a nationwide database of all problem resolution cases. The database contains complete taxpayer information, case history, major issue codes indicating sources of the case, and function involved.</p>	<p><b>Delete</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
	<p>Program Office supported by the system: Taxpayer Advocate.</p>	
	<p>B. Input Records: These records include data collected by problem resolution caseworkers and data input through the Integrated Case Processing System.</p>	<p><b>Delete/destroy</b> when one year old or when no longer needed for administrative, legal, audit or other operational purposes whichever is sooner.</p>
	<p>C. Output Records: These records include weekly and cumulative listings plus system backups, management information reports,</p>	<p><b>Delete/destroy</b> when one year old or when no longer needed for administrative,</p>

Item No.	Description of Record	Disposition Authorization
	program related reports, ad hoc queries and reports, audit trail, or equivalent documentation in electronic or hard copy formats.	legal audit or other operational purposes whichever is sooner.
43.	<b><u>System Documentation Records.</u></b> These records include, but are not limited to, computer program books, functional specifications, user manuals, reference guides, data dictionaries, file layouts, training manuals, system design and analysis manuals, or equivalent documentation, for all of the above systems.	<b>Destroy</b> when superseded or obsolete.



Item No.	Description of Record	Disposition Authorization
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TAX SYSTEMS COVERED IN OTHER RECORD CONTROL SCHEDULES

44.	<u>Individual Master File (IMF)</u>	See RCS 117, Item 29.
45.	<u>Business Master File (BMF)</u>	See RCS 117, Item 30.
46.	<u>Employee Plans Master Files (EPMF)</u>	See RCS 117, Item 31.
47.	<u>Integrated Data Retrieval System (IDRS)</u>	See RCS 206, Items 236 - 282.
48.	<u>Audit Information Management Systems (AIMS)</u>	See RCS 206, Items 350 - 372.
49.	<u>Automated Collection System (ACS)</u>	See RCS 206, Items 400 - 408.
50.	<u>Automated Criminal Investigation (ACI)</u>	See RCS 207.
51.	<u>Criminal Investigation Management Information System (CIMIS)</u>	See RCS 207.
52.	<u>Criminal Investigation Special Investigative Repository (CISIR)</u>	See RCS 207.
53.	<u>Exempt Organizations Master File (EOMF)</u>	See RCS 104, Item 25.

## GLOSSARY OF ACRONYMS

<b>AC -</b>	Assistant Commissioner
<b>ACS -</b>	Automated Collection System
<b>ADB -</b>	Applicants Database
<b>AIMS -</b>	Audit Information Management Systems
<b>AIS -</b>	Automated Insolvency System
<b>ALS -</b>	Automated Lien System
<b>ANMF -</b>	Automated Non-Master File
<b>AOIC -</b>	Automated Offer in Compromise
<b>A-QETL -</b>	Automated Quarterly Excise Tax Listing
<b>ARF -</b>	Archive and Retrieval Facility
<b>ASFR -</b>	Automated Substitute for Return
<b>AUR -</b>	Automated Underreporter
<b>AWCS -</b>	Automated Work Control System
<b>BMF -</b>	Business Master File
<b>CAPS -</b>	Corporate Accounts Processing System
<b>CAWR -</b>	Combined Annual Wage Reporting
<b>CFO -</b>	Chief Financial Officer
<b>CFOL -</b>	Corporate Files On-Line
<b>CI -</b>	Criminal Investigations
<b>CIMS -</b>	Case Inventory Management System
<b>CIMIS -</b>	Criminal Investigation Management Information System

**CISIR** - Criminal Investigation Special Investigative Repository

**CPS** - Case Processing System

**DCC** - Detroit Computing Center

**DIF** - Discriminant Index Function Ordering System

**DIS** - Distributed Input System

**DOADB** - District Office Applicants Database

**EFDS** - Electronic Fraud Detection System

**EFS** - Electronic Filing System

**EFTPS** - Electronic Federal Tax Payment System

**ELF** - Electronic Filing

**EMS** - Electronic Management System

**EOD10** - End of Day 10

**EOMF** - Exempt Organizations Master File

**EPMF** - Employee Plans Master File

**ERCS** - Examination Returns Control System

**ERS** - Error Resolution System

**ETA** - Electronic Tax Administration

**FRB** - Federal Reserve Board

**FTD** - Federal Tax Deposit

**FUTA** - Federal Unemployment Tax Act

**GMF** - Generalized Mainline Framework

**GUF** - Generalized Unpostable Framework

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<b>ICMS -</b>	International Case Management System
<b>ICP -</b>	Integrated Case Processing
<b>ICS -</b>	Integrated collection System
<b>IDRS -</b>	Integrated Data Retrieval System
<b>IDS -</b>	Inventory Delivery System
<b>IMF -</b>	Individual Master File
<b>IRACS -</b>	Interim Revenue Accounting and Control System
<b>IRAF -</b>	Individual Retirement Account File
<b>IRMF -</b>	Information Returns Master File
<b>IRP -</b>	Information Returns Program
<b>IRTF -</b>	Individual Return Transaction File
<b>ITIN -</b>	Individual Taxpayer Identification Number
<b>MCC -</b>	Martinsburg Computing Center
<b>MER -</b>	Management Error Reports
<b>NRPS -</b>	Notice Review Processing System
<b>OCR -</b>	Optical Character Recognition
<b>PROMIS -</b>	Problem Resolution Office Management Information System
<b>QRDT -</b>	Questionable Refund Detection Teams
<b>QRP -</b>	Questionable Refund Project
<b>RPS -</b>	Remittance Processing System
<b>SCF -</b>	Service Center Controls Processing System
<b>SCRIPS -</b>	Service Center Recognition/Image Processing System

**SERP** - Servicewide Electronic Research Project

**SRS** - State Retrieval Subsystem

**TDA** - Taxpayer Delinquency Account

**TDI** - Taxpayer Delinquency Investigation

**TELEFILE** - Telephone Filing

**TEP** - Total Evaluative Program

**TFRP** - Trust Fund Recovery Program

**TRIS** - Telephone Routing Interactive System

**WMS** - Workload Management System

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