

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Number

01-56-09-6

Date Received

6/8/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

10-26-09 *Adrienne Thomas*

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)

Department of Treasury

2 Major Subdivision

Treasury Inspector General for Tax Admin

3 Minor Subdivision

Assistant Inspector General for Audit

4 Name of Person with whom to confer

Rose Hunt

5 Telephone (include area code)

2026225977

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 3 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 has been requested

Signature of Agency Representative

Frank C. Jeffrey

Title

DO Records Officer

Date (mm/dd/yyyy)

06/02/2009

7 Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

Treasury Inspector General for Tax Administration (TIGTA)

The Treasury Inspector General for Tax Administration was established in January 1999 in accordance with the Internal Revenue Service Restructuring and Reform Act of 1998 (RRA 98) to provide independent oversight of Internal Revenue Service (IRS) activities. TIGTA's focus is entirely on tax administration issues. TIGTA conducts and supervises independent and objective audits and investigations relating to IRS programs and operations. TIGTA informs the Secretary of Treasury and the Congress of problems and the progress made in resolving them.

1. **TeamMate Audit Management System** This system is the primary audit documentation, project tracking and workflow management tool for the Office of Audit. It provides front-line project management, managerial support and oversight to Office of Audit by tracking each project from planning to issuance of final report. It provides typical project management efficiency matrices, tracks project time, expense and is customized/configured to provide snapshot of the entire Office of Audit program with up-to-the-minute information. The system serves as the primary tool for creating and maintaining audit work papers and supporting documentation. Documentation relates to audits, as well as inspections, evaluations completed under the auspices of the Office of Audit of a particular office activity or function for a specific period, as well as special studies and/or investigations conducted by the Office of Audit or jointly with other organizations. Documentation includes, but is not limited to, analyses, interview records, audit plans, discussion draft reports, draft reports, memoranda, as well as taxpayer confirmation letters and replies.

a) **Inputs:** ~~Electronic and paper information serving as supporting documentation necessary for reviewing and evaluating IRS programs and operations~~

Disposition: Once data is input into the system as a work paper (i.e. direct entry, downloaded or scanned) and the audit is closed original source documents are no longer required

GRS 20

b) **Master Audit File:** Contains data related to the planning, execution and reporting of Office of Audit projects since 1998. The system provides workflow management (i.e., project tracking), program planning and time and expense data along with documentation used to support results of audits, as well as inspections, evaluations completed under the auspices of the Office of Audit on past, current and planned reviews.

Disposition: Cutoff files at the end of the fiscal year. At end of fiscal year in which a report is issued supporting project files are moved to a retention area on servers. Destroy nine years after cut-off or when information is no longer needed as determined/approved by the TeamMate Project Manager or designee.

c) **Outputs:** ~~Statistical data, numerous reports and data "views" pertaining to the planning, execution, performance and reporting of Office of Audit projects~~

Disposition: ~~Cutoff files at the end of the fiscal year. Destroy on-site three years after the end of relevant fiscal year or when no longer needed whichever is later~~

GRS 20

d) **System Documentation:**

Disposition: Destroy on-site ^{nine}~~three~~ years after the termination of the System

- see email of 7/22
from agency R.O.
- RF

2. **Documentation dealing with the establishment, operations, and oversight of the audit program:**

Electronic and hard copy documentation includes, but is not limited to, DIGA Memoranda, MIS Data/Reports, oversight reports, tracking logs, Monthly Performance Reports, executive communications, Inspector General briefing documents, OA guidance documents, Contact the OA Executives Questions and Answers and studies or analysis of OA operations or activities and resulting documentation/reports.

Disposition: Temporary. Cutoff files at end of fiscal year. Destroy on-site three years after the end of relevant fiscal year or when no longer needed whichever is later.

3. **Internal Peer Reviews and External Peer Reviews of other Inspector General Offices:**

Electronic and hard copy documents including final reports, related work papers and correspondence

Disposition: Temporary. Cutoff files at end of fiscal year Destroy on site four years after the end of the relevant fiscal year or after the subsequent External Peer Review whichever is later
Final reports are to be kept for four years or until no longer needed, whichever is longer