

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
|---|--|---|---|
| | | JOB NUMBER N1-058-09-62 | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | DATE RECEIVED 7/23/09 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10 | |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 Human Capital Office (HCO) | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Debbie L Salisbury | | 5 TELEPHONE 202-435-6337 202-622-4116 | DATE 7/23/09 |
| 5 AGENCY CERTIFICATION | | ARCHIVIST OF THE UNITED STATES [Signature] | |
| <p>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>2</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,</p> <p><input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p> | | | |
| DATE 7/22/2009 | SIGNATURE OF AGENCY REPRESENTATIVE [Signature] Daniel W Bennett | | 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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>RCS 1.15.38 for General Records Control Schedule for Civilian Personnel Records</p> <p>Future Updates:</p> <ul style="list-style-type: none"> • Adds new IRS Item (new Number 45) for the Succession Planning Resource Center System (SPRC) • Item 10 Succession Planning Resource Center System (SPRC) <p>Sub-Items</p> <ul style="list-style-type: none"> • a. Inputs b. Outputs c. Data d. Systems Documentation <p>RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)</p> <p>a.) Add new pointer to Item 45 in RCS 1.15.38</p> <p>The records are owned by the Human Capital Office, Executive Services Division, Executive Policy and Programs Branch.</p> <p><i>See the attached</i></p> | | |

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the purpose of organizational review or executive discussions

1. Executive Profiles

Disposition TEMPORARY Cutoff Annually. Delete/Destroy after 15 years or when no longer needed for administrative, investigative, legal, audit or other operational purposes

2. Position Reports

Disposition. TEMPORARY Cutoff Annually Delete/Destroy after 15 years or when no longer needed for administrative, investigative, legal, audit or other operational purposes

D. System Documentation

System Documentation for the Succession Planning Resource Center System (SPRC) 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)(2)

hat115-109

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

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