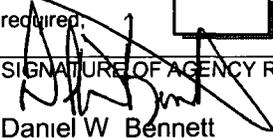


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-09-101		
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 9/14/09		
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		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 Office of Chief Counsel, Deputy Chief Counsel Operations				
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Christopher B Sterner (LMSB) Dennis M Ferrara		5 TELEPHONE 202-435-6337 202-622-0603 202-622-3330	DATE 9/26/11	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 <u>4</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, <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> is not required, <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> is attached, or <div style="border: 1px solid black; width: 40px; height: 15px; background-color: black;"></div> has been requested </div>				
DATE 9/9/2009	SIGNATURE OF AGENCY REPRESENTATIVE  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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	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 1.15.18 for Records Control Schedule for the Enterprise Computing Center – Detroit (DCC)</p> <p>Future Updates.</p> <ul style="list-style-type: none"> • Adds new Item 69 for Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS) <p>Item 69 Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS)</p> <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 69 in RCS 1.15.18</p> <p>The records are owned by the Office of Chief Counsel, Deputy Chief Counsel Operations and processed by the Detroit Computing Center (DCC)</p> <p><i>See the attached</i></p>			

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JOB NUMBER

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Background:

Counsel Automated Systems Environment – Tax Litigation Counsel Automated Tracking System (CASE-TLCATS), often referred to as the Counsel Automated Tracking System (TLCATS) is a nationwide computerized case tracking system for docketed and non-docketed cases that tracks the entire history of a case from opening through closing. TLCATS operators can do the following procedures on TLCATS:

- *Enter and update case information*
- *Conduct inquiries and research on cases*
- *Request and print reports*
- *Send and receive messages and transmittals*
- *Track the mailing and receipt of files and documents*

TLCATS functions as a key management information system supporting the Office of Chief Counsel to track all aspects of Tax Litigation cases. It is an on-line interactive and batch processing system that allows Chief Counsel personnel to store and retrieve case data throughout all phases of the Tax Litigation process allowing for case coordination nationwide. TLCATS also tracks case events and due dates for items due to the taxpayer, Tax Court, Federal District Courts, Federal Court of Claims, Federal Courts of Appeals, Supreme Court. It tracks trial calendars and provides the U S Tax Court, through Chief Counsel, with a status of those cases on each trial calendar. Through reporting, TLCATS provides Chief Counsel management with case statistics at various organizational levels.

Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS)

NEW

Description

Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS) functions as a key management information system supporting the Office of Chief Counsel to track all aspects of Tax Litigation cases. It is an on-line interactive and batch processing system that allows Chief Counsel personnel to store and retrieve case data throughout all phases of the Tax Litigation process allowing for case coordination nationwide. TLCATS also tracks case events and due dates for items due to the taxpayer, Tax Court, Federal District Courts, Federal Court of Claims, Federal Courts of Appeals, Supreme Court. It tracks trial calendars and provides the U S Tax Court, through Chief Counsel, with a status of those cases on each trial calendar. Through reporting, TLCATS provides Chief Counsel management with case statistics at various organizational levels.

IRM
1 15 18,
Item 69

REQUEST FOR RECORDS DISPOSITION AUTHORITY
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A Inputs.

Inputs to the Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS) are manual. Subsequent to Logging-on to CASE-TLCATS System, a message window displays informing staff which database, Production or Training, they are connecting to. CASE-TLCATS is predominately an on-line interactive system. When information is manually entered on TLCATS, the database is immediately updated.

Disposition TEMPORARY Delete/destroy flat file and all cached records after successful entry and verification

B. System Data

System data in the Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS) is manually entered and is used to capture and track all litigation case information. Data on litigation cases includes, but is not limited to, Case Number, Case Name, Status Checked Date, Primary Taxpayer Identification Number, Secondary Taxpayer Identification Number, Date Received, Source, earliest Statute of Limitations Date on Case, Tax Type, Applications Date, Attorney Assigned, Default Reviewer, Override Reviewer, Office Comments, Address of Taxpayer.

1 Closed Legal Case Files (Tax Exempt Government Entities related)

N1-058-81-11
Item 5

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 30 years after cutoff

2. Closed Legal Case Files – Criminal Tax Matters and Prosecutions

N1-058-81-11,
Item 7

A. Significant Cases

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 30 years after cutoff

B. Other than Significant

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 5 years after cutoff

3. Closed Legal Case Files – General Legal Services

N1-058-96-6, Item
3

A. Significant Cases

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 25 years after cutoff

B. Other than Significant

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 10 years after cutoff

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4. Closed Legal Case Files – Enforcement and Compliance Litigation

N1-058-81-11,
Item 9

A. Significant Cases

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 30 years after cutoff

B. Other than Significant

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 10 years after cutoff

5 Closed Legal Case Files - All Non-Tax and Criminal Matters (only for General Legal Services)

N1-058-81-11,
Item 10

A. Significant Cases

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 20 years after cutoff

B. Other than Significant

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 5 years after cutoff

6 Closed Legal Case Files – Disclosure Matters

N1-058-83-9, Item
11

A. Significant Cases

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 30 years after cutoff

B. Other than Significant

Disposition TEMPORARY Cut off at end of fiscal year in which case is closed Delete/destroy 6 years after cutoff

C. Outputs:

Outputs from the Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS) include research reports, system reports, messages, and transmittals of system data

Disposition TEMPORARY Delete/destroy when no longer needed for operational purposes

D System Documentation

System Documentation for the Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS) includes the following

CASE User Guide This Guides contains "How To" information on TLCATS On-Line System and each of its Menu-driven features

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CATS Pocket Guide, the CATS Pocket Guide contains codes such as event codes, office codes, related name codes etc , that are used to enter information on TLCATS The Guide also lists the names and phone numbers of the cats coordinators and cats operators, Tax Litigation Manual, CCDM Part (35)

The Tax Litigation Manual contains policy and procedures for processing tax litigation cases Operators need to be familiar with these procedures in order to know what information should be entered on TLCATS and when to enter it

Chief Counsel Directive Manual, CCDM Part (40), Data Processing The Chief Counsel Directives Manual is written to inform the Office of Chief Counsel personnel of automation requirements and standards

Events Overview (Case User Guide, Chapter 14) describes each event, whether automatically or manually established and the formula for calculation of the due date for the event It also states whether establishment or completion of an event will automatically change the case status or automatically generate other events In addition, the overview identifies which events are suspense events and which are exception events

Chief Counsel User's Guide to Automation Services, this Guide to Automation Services gives a brief description of TLCATS and how to access the system from your PC

Web Site Supporting the TLCATS System is located at [http //counsel web irs gov/computer_help/case-mis/help/case-tlcats/](http://counsel.web.irs.gov/computer_help/case-mis/help/case-tlcats/)

Disposition TEMPORARY Delete/destroy specific references to Counsel Automated Systems Environment Tax Litigation Counsel Automated Tracking System (CASE-TLCATS) in guides and manuals and all other user information on the system when superseded or 5 years after the system is terminated, whichever is sooner

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