REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)	
(See Instructions on reverse)	JOB NUMBER **N1-058-09- 66**	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	DATE RECEIVED 7/29/09	

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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.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 Wage and Investment, Customer Account Services, Media and Publications Distribution Branch	

4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett, IRS Records Officer Stacey B. Becker Daniel P. Solari	5. TELEPHONE 202-435-6337 202-622-7622 202-622-6151	DATE 11-9-09	ARCHIVIST OF THE UNITED STATES *Adrienne C. Thomas*

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 __2__ 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,

████ is not required;	[ ] is attached; or	[ ] has been requested.

DATE 7/29/2009	SIGNATURE OF AGENCY REPRESENTATIVE Daniel W. Bennett IRS Records Officer	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	RCS 1.15.19 for Records Control Schedule for the Enterprise Computing Center – Martinsburg (ECC - MTB) **Future Updates:** **Adds new Item 68 for *Enterprise Logistics Information Technology System (ELITE)*** • **Item 68 Enterprise Logistics Information Technology System (ELITE)** **Sub-Items** • **a. Inputs b. Outputs c. Data d. Systems Documentation** **RCS 1.15.35 Records Control Schedule for Tax Administration – Systems (Electronic)** **a.) Add new pointer to Item 68 in RCS 1.15.19** **The records are owned by Wage and Investment, Customer Account Services, Media and Publications Distribution Branch and processed by the Martinsburg Computing Center (ECC-MTB).** ***See the attached***		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER

Background:

Treasury Regulation 301.7805-1 specifically authorizes the Commissioner of the Internal Revenue Service to prepare and distribute forms, instructions, directions, and other matter pertaining to the assessment and collection of internal revenue. That charge has been delegated to the organizations under Media & Publications, and ELITE provides the technical foundation to meet the distribution of forms directive. The Enterprise Logistics Information Technology System (ELITE) is an integrated, web-based, real-time supply chain execution system used to receive, store, manage and distribute IRS published products in Bloomington, IL. ELITE is specifically used for order management, inventory management, and distribution of products via appropriate transportation methods. ELITE is comprised of the following modules: Order Management System (OMS), ELITE Assembly and Kitting Management System (AMS), Warehouse Management System (WMS), Distribution Management System (DMS), Transportation Management System (TMS), Resource Management System (RMS), Forecasting Management System (FMS), and ELITE Reporting Facility. ELITE system provides output reports to the Publishing Services Data application of the Computer Assisted Publishing (CAPS) system.

IRM 1.15.19, Item 68

Enterprise Logistics Information Technology System (ELITE)

NEW

Description:

The Enterprise Logistics Information Technology System (ELITE) is an integrated, web-based, real-time supply chain execution system used to receive, store, manage and distribute IRS published products out of the Distribution Center located in Bloomington, IL. ELITE is specifically used for order management, inventory management, and distribution of products via appropriate transportation methods. ELITE is comprised of the following modules: Order Management System (OMS), ELITE Assembly and Kitting Management System (AMS), Warehouse Management System (WMS), Distribution Management System (DMS), Transportation Management System (TMS), and ELITE Reporting Facility. ELITE system provides output reports to the Publishing Services Data application of the Computer Assisted Publishing (CAPS) system. ELITE is the replacement of the IRS Centralized Inventory and Distribution System (CIDS) application, which was shut down at the end of April 2006.

A.   Inputs:

Inputs to the Enterprise Logistics Information Technology System (ELITE) include automated data transmitted from the Computer Assisted Publishing System (CAPS), Desktop Integration (DI), Accounts Management Services (AMS), Internal IRS IRS.GOV (IRS.GOV) and the National Institute for the Severely Handicapped (NISH) (External Trading Partner).

Disposition: TEMPORARY. Delete/destroy 7 days after order is filled.

Note – Source data in external systems are scheduled under the appropriate Records Control Schedule for that system.

B.   System Data:

The Enterprise Logistics Information Technology System (ELITE) contains more than 17,000 published products and order data. Data is available from March 2006, ELITE'S production date, to the present.

Disposition: TEMPORARY. Cut off at the end of the fiscal year of publication. Delete/Destroy 15 years after cutoff.

Note – ELITE is an order point system. The official records of all IRS publications are scheduled under IRS Records Control Schedule 34 (IRM 1.15.34 Records Control Schedule for Communications Records.

C.   Outputs:

The Enterprise Logistics Information Technology System (ELITE) provides data to the Computer Assisted Publishing System (CAPS) and the National Telecommunications Incorporated (NTI) through the Alpine system (External Trading Partner). A number of different reports can be executed from ELITE as needed by the user community and archived to CAPS for ease of viewing by a wider audience.

Disposition: TEMPORARY. Cut off at the end of the fiscal year of publication. Delete/Destroy 15 years after cutoff.

Note – Output data transmitted to other external systems are scheduled under the appropriate Records Control Schedule for that system.

D.   System Documentation

System documentation for the Enterprise Logistics Information Technology System (ELITE) 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
GR 20, 11(a) 1

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36 CFR 1228