REQUEST FOR RECORDS DISPOSITION AUTHORITY
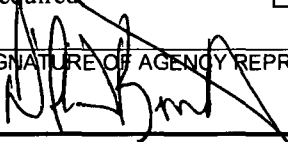
REQUEST FOR RECORDS DISPOSITION AUTHORITY	**JOB NUMBER** N1-58-_/0 -/_

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received _/0 / / / 69_

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of the Treasury	

2 MAJOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
Internal Revenue Service	

3 MINOR SUBDIVISION
Modern Information Technology Services (MITS)

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Tracee Taylor (RIM Program)	(202) 435-6308	Apul 10	
Brad Moore (MITS-AWMS)	(801) 620-4275		

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 needed now for the business for 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/28/2009		IRS Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RCS 1.15.17 *Records Control Schedule for Information Technology* **Item 28, Automated Workload Management System (AWMS)** *RCS 1.15.35 Tax Administration Electronic Systems (cross-walk of electronic systems)* Add pointer to Item 28 in RCS 1.15.17. **See attached.**		

1

1.15.17, Item 28
Automated Workload Management System (AWMS)

Background:

The Automated Workload Management System (AWMS) was developed for use in Service Center Campuses computer operations for scheduling of runs for computer systems. AWMS is a family of individual applications that have been designed to interact with one another to provide an integrated solution to data center management. AWMS is a relational database management system designed to: automate and support the scheduling of computer runs; manage and control computer library media inventory; automate media shipment procedures; and provide dynamic print management information.

Only authorized AWMS users and Application Administrators (i.e., located at each IRS Service Center) are granted authorization to access this application and are provided with user names and passwords. AWMS uses identity-based and role-based controls to limit and enforce access to certain functions within the application. This application does not allow access to the public. No contractors access the system.

System is in the process of being retired, estimated May 2010.

Description:

The Automated Workload Management System (AWMS) is a family of individual applications that have been designed to interact with one another to provide an integrated solution to data center management. The primary focus of AWMS is Library Media Management, Inbound and Outbound Shipping, and Print Management.

a) Inputs:

IRS-related information is manually entered by authorized IRS users (schedulers, librarians). Data collected identifies when, what and in which format information from the AWMS database is to be provided to help employees perform their jobs.

Disposition: Temporary. Destroy/Delete upon capture and verification into the electronic system.

GRS 20.2

b) Master Files/System Data:

1. Workload Management

Collected employee information includes name of authorized user and the work groups to which the employee belongs, and AWMS access level granted. Other information includes names and addresses of service/data centers, banks, or other government agencies that may send or receive magnetic media; processes (computer runs) that are to be scheduled and related data necessary for the creation of the setup products; input and output files to be used by each process; shipping information for files to be sent elsewhere; current schedule of media to be shipped out; routing information for print products and files on media to be received from other sites; vaulting requirements for critical files; current schedule of media to be moved to or from a vault site; computer Tape Library inventory with current/scheduled usage; calendar information; and processing cycle information.

Data is retrievable by run number and run name.

Disposition: Temporary. Destroy/Delete any cached input files and data after copying to vendor tape and validation, or when no longer needed for operational purposes, whichever is later.

2. Audit Log

Auditing captures login/logoff, logon name, date and time of action, and module accessed.

Disposition: Temporary. Cut off at end of fiscal year. Delete 5 years after cutoff.

c) Outputs:

1. Form 3220, *Mass Media Storage*

Disposition: Temporary. Cut off at end of processing year. Destroy/Delete 2 years after cutoff.

exception to
GRS 20.5

2. All other outputs.

The Automated Workload Management System produces a paper and online job schedule including the resolution of data, time and resources dependencies. Other outputs include, but are not limited to, tape labels, and media reports.

Disposition: Temporary. Destroy/Delete when obsolete, superseded, or no longer needed for business, whichever is later.

d) System Documentation:

System documentation includes a hard copy Users Guide.

Disposition: Temporary. Destroy/Delete when superseded or 5 years after the system is terminated, whichever is sooner.

exception to
GRS 20.5

exception to
GRS 20.11