

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 NI-564-09-10	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 5/13/09	
2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Headquarters Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Gregory P. Harrod, Sr.	5 TELEPHONE 202-927-1620	DATE 4/16/2010	ARCHIVIST OF THE UNITED STATES 
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>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,  <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 05/06/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment		

## **Integrated Revenue Information System (IRIS)**

The Homeland Security Act of 2002 established the Alcohol and Tobacco Tax and Bureau (TTB) to perform the tax collection functions for the Department of the Treasury with respect to those industries and entities that derive revenue through alcohol, tobacco, firearms and explosives. Through the National Revenue Center, TTB processes industry applications/requests to operate, processes tax returns, collects taxes, and collects penalties and interest when necessary, processes claims made by industry members; evaluates operational reports of industry members, approves various forms and documents subsequent to approval to operate; and provides instructions and assistance to industry members.

### **System Description:**

The Integrated Revenue Information System (IRIS) ensures fair and proper collection of revenue from the industry members for alcohol, tobacco, firearms, and ammunition excise taxes. IRIS is the primary tool by which the Alcohol, Tobacco, Tax and Trade Bureau (TTB) records and tracks applications, permits and industry production associated with the Bureau's regulated industry members. IRIS collects and manages key information on regulated industry members, including members authorized to operate, reports of operations and taxes owed. The agency compiles statistical data, analyzes trends and monitors the regulated industry with reports generated from the system.

IRIS contains the following component activities: Federal Excise Tax (FET) System (revised), Industry Statistics System (ISTAT)(Revised), Electronic Forms Acceptance and Processing System (EFAPS), Technical Services System (TSS), and Automated Commercial System (ACS).

### **1. Inputs:**

Information captured from returns and other tax documents captured from returns and other tax documents related to the receipt, deposit, disbursement, and accounting of FET revenues used to manage information about those required to pay Federal excise taxes and other necessary taxpayer records, production, taxable and tax-free transfers, and inventories on all commodities regulated and taxed, tax return information transfers on members within the alcohol, tobacco and firearms industry and payment and operational reporting data from Pay gov (Including but not limited to – excise tax returns, monthly reports of - storage operations, Processing Operations, Production Operations, Processing (Denaturing) Operations, Manufacturing of Tobacco Products, Export Warehouse Proprietor, and Tobacco Products Importer; Report of Wine Premises Operations, Brewer's Report of Operations, Brewpub Report of Operations, Federal Firearms and Ammunition Excise Tax; Federal Firearms and Ammunition Excise Tax; and Non Beverage Formula Submission, the names, addresses, types of operations, key parties, general correspondence, and dates when operations began or ceased for alcohol and tobacco industry members regulated by TTB, import information from Customs and Border Protection (CBP) historical tax data and weekly updates in batch form from industry members

### **Disposition: TEMPORARY**

Maintain all records for active entities and for 3 years from date of closure of entity file. ~~Maintain all data associated with Tobacco Litigation until resolved~~ *LC* ~~2017-10-20-2018-10-2~~

### **2. Master Files:**

Data used to record and track applications, permits and industry production (operational data) associated with the Bureau's regulated industry members. Data includes some of the information previously contained in the following systems that gravitated to the IRIS System: Federal Excise System Tax, Industry Statistics System (ISTAT), Electronic Forms Acceptance and Processing System (EFAPS), Technical Services System (TSS), and Automated Commercial System (ACS)

### **Disposition: TEMPORARY**

Cutoff at the end of the calendar year. Destroy when 7 years old or when the Bureau determines the records are no longer needed to meet administrative, legal, audit or other operational purposes, whichever is later

3. **Outputs:**

The agency compiles statistical data, analyzes trends and monitors the regulated industry with reports generated from the IRIS system

**Disposition: TEMPORARY.**

In accordance with GRS 20, Items 12, 13, 15 and 16, as applicable

(Note. In those cases where the output records exceed the authorities listed for this series, the records are scheduled under other authorities )

4. **System Documentation:** Codebooks, records layout, user guide, and other related materials.

**Disposition: TEMPORARY.**

In accordance with GRS 20, Item 11a(1)