

Date of Approval: 12/04/2024
Questionnaire Number: 1628

Basic Information/Executive Summary

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

LITC-TEAMS-Clinic-Information-List

Acronym:

CIL

Business Unit

National Taxpayer Advocate Service

Preparer

For Official Use Only

Subject Matter Expert

For Official Use Only

Program Manager

For Official Use Only

Designated Executive Representative

For Official Use Only

Executive Sponsor

For Official Use Only

Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

The Low Income Taxpayer Clinic (LITC) site will contain FTI (including contact information and Employer Identification Number (EIN)) in regard to current grantee reporting and analysis. Information to be collected is specific content on each grantee.

Contact information of clinic director, EIN, UEI, grant amounts, conditions placed on grants, grant disbursements. This information is collected to keep updated content on each LITC. The information is used by LITC Staff to keep updated content in a single easily accessible location. It is kept in a restricted SharePoint list. The LITC Directors' name and phone number are shared with Counsel annually. The site is also used for document collaboration and process automation. Access to the information will be restricted to LITC staff and approved Taxpayer Advocate Service (TAS) employees only, who will use the

site to coordinate workflows between staff and management, to track the workflow process for both effectiveness of analysis and employee metric information for managers use.

Personally Identifiable Information (PII)

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

Employee Identification Number (EIN), UEI and Federal Tax Information (FTI) are stored for use on this list to create a more efficient quality review and tracking process alleviating the need to manually cross-reference with other applications. Some of the PII that will be maintained on the sites are contact numbers for the clinic directors.

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Address

Email Address

Employer Identification Number

Federal Tax Information (FTI)

Name

Official Use Only (OUO) or Limited Office Use (LOU)

Other

Preparer Taxpayer Identification Number (PTIN)

Tax ID Number

Telephone Numbers

Universal Unique Identifier (UUID)

Please explain the other type(s) of PII that this project uses.

Unique Entity Identification

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).

PII for federal tax administration - generally IRC Sections 6001 6011 or 6012

PII for personnel administration - 5 USC

Product Information (Questions)

1 Do you use Power Automate?

No

2 Do you use Visualization Tools (Power BI or Tableau) for reporting from multiple sources?

No

3 Is the data being accessed coming from OneDrive?

No

4 Do you have a data dictionary?

No

Interfaces

Interface Type

Other Federal Agencies

Agency Name

Grantsolutions.gov

Incoming/Outgoing

Both

Agency Agreement

No

Transfer Method

Secure Data Exchange (SDE)

Interface Type

Other Federal Agencies

Agency Name

SAM.gov

Incoming/Outgoing

Both

Agency Agreement

No

Transfer Method

Secure Data Exchange (SDE)

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 24.046 - Customer Account Data Engine Business Master File

Describe the IRS use and relevance of this SORN.

Review and collect IDRS data to ensure grantee entity compliance for acceptance into the LITC program.

SORN Number & Name

IRS 00.003 - Taxpayer Advocate Service and Customer Feedback and Survey Records

Describe the IRS use and relevance of this SORN.

EIN, UEI and FTI are stored for use on this list to create a more efficient quality review and tracking process alleviating the need to manually cross-reference with other applications.

Some of the PII that will be maintained on the sites are contact numbers for the clinic directors.

Records Retention

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

Records Control Schedule (RCS) 9, Item 62

What is the GRS/RCS Item Number?

9/62

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Low Income Taxpayer Clinic (LITC) Grant Files. Records include an application package for the Low-Income Taxpayer Clinic (LITC) grant program of clinics receiving grant awards for a specific calendar year.

Non-awarded files consist of the application and review documentation. Awarded files include the application and review documentation along with monitoring and reporting information.

What is the disposition schedule?

Cut off at end of calendar year in which application is rejected.

Destroy 3 year after cutoff. Cut off at end of calendar year in which grant program period ends. Retire to Records Center 1 year after cutoff. Destroy 6 years, 3 months after cutoff.