Date of Approval: 07/14/2025
Questionnaire Number: 2422

Basic Information/Executive Summary

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

Taxpayer Advocacy Panel Space

Acronym:

TASCC

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.

Tax Advocate Panel (TAP) internal member website (TAPSpace). Panel members serve on various committees, host an annual meeting, have at least one face-to-face meeting, and hold monthly conference calls. Each committee is empowered to work directly with the IRS to provide observations or recommendations on the issue before them, monitor the status and progress on the issue, and identify concerns in design and implementation of the issue. This encrypted and password-protected website supports the work of the various sub-committees. TAPSpace is for the volunteer members that are part of the Taxpayer Advocate Panel. The information on this site is limited by username and password to those members and contains working documents and process information to help improve the IRS. The site is only accessible to authenticated users.

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).

This is the working site for the federal advisory committee, so members are empowered to share their contact information with each other, however the information is not made publicly accessible. Only the IRS Staff assigned to administer the site, and the TAP members themselves (chartered for 75 members, max), have access to the information. Aside from already publicly available information on TAP membership in the Federal Advisory Committee Act database (https://www.facadatabase.gov/), members can optionally provide additional information listed below.

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

Email Address
Name
Other
Photograph
Telephone Numbers

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

Optional biography and skillset

Product Information (Questions)

1 Is this a new social media site?

No

1.1 Is there a PCLIA for this social media site?

Yes

1.11 What is the PCLIA number of the most recent approved PCLIA for this social media site?

7173

1.12 What are the changes and why?

Expiring PCLIA. Requested to create new one.

2 What is the URL to the social media site?

https://www.tapspace.org

4 Will a person's email address likely become available through the use of this social media site?

Yes

5 If the site is operational, please specify the operational date. If the site is not operational, please specify the requested operational date.

2/13/2011

6 If the public will be able to respond to or interact with comments or questions, how will the public be able to respond? Will the public need to identify their email address or other address if they request service?

No. Non-public.

7 Is there another IRS site (irs.gov, taxpayeradvocate.irs.gov) where the taxpayer can achieve the same results?

No

8 If the IRS intends or expects to use the PII, please explain the detailed business needs and uses for the PII, and how the PII is limited only to that which is relevant and necessary to meet the mission and goals of the IRS.

As the internal working site for the Federal Advisory Committee, members are afforded the opportunity to share additional information about themselves to the other members and TAP staff. The information collected is only re-presented to other authenticated users on the website, for collaboration purposes. Members can share their email address, name, photograph, and telephone number.

9 If the site will be used to solicit feedback, please explain how and with whom will the PII be shared?

Not Applicable - no feedback.

10 Are there plans to maintain the PII collected, used or stored? If not, please explain the mitigation plan to remove it.

Maintained in accordance with record retention requirements. Information access limited to federal advisory committee members and select IRS employees delegated responsibility for sub-committee coordination on behalf of the designated federal official.

11 RCS 17, Item 34 is for IRS Interactive Networking Site Use Records. Is this the authority that will be used to retain or dispose of the PII data?

Yes

12 GRS 3.1 Item 012 is for special purpose computer programs and applications. Is this the authority that will be used to retain or dispose of the PII data?

Yes

13 If there is another authority that will be used to retain or dispose of the PII data, please explain the other authority.

5 U.S.C. Chapter 10 - Federal Advisory Committees

14 Describe where the PII data will be stored and who will have access to it.

Information will be stored in the secured website, with access limited to only federal advisory committee members and specific IRS staff. The website uses HTTPS and TLS, and data is encrypted at rest. Only authenticated users (logged-in) can access the information, which is restricted to the other TAP members and a handful of IRS personnel via BEARS entitlement.

15 If this site uses any means to track visitors' activities (persistent cookies, session cookies, web beacons, etc.) on the internet, please explain the type of tracking and the reason for its use.

Not Applicable - no tracking

16 Has the IRS business owner examined the social media site's privacy policy and evaluated risks?

Yes

17 Will the IRS business owner monitor any changes to the third party's privacy policy and periodically assess the risks involved?

Yes

18 If the agency does not provide a pop-up alert to the visitor explaining that they are being directed to an external third-party website that may have different policies (not an official government domain), please explain why.

Because the website is the working site for the federal advisory committee; the members are not prohibited from sharing links to third-party websites. There is no inherent expectation of being within the IRS system boundaries.

19 How will the IRS business owner take the necessary steps to disclose the third party's involvement and describe the IRS privacy requirements in its privacy policy notice (specified by OMB M-10-23) when the application of the third-party is embedded?

Not Applicable - the site is inherently supporting a third party (the federal advisory committee) and therefore is outside of the bounds of the IRS network. The only non-IRS individuals involved with the site are the federal advisory committee members themselves.

20 Will the IRS business owner assure that the IRS seal or emblem will be added to its profile page on a social media site to indicate that it is an official IRS agency presence?

Yes

21 Will a link to irs.gov and the IRS Privacy Policy be placed on the front page of the website and does the business owner agree to maintain an IRS approved privacy notice that will "stand alone" and not be combined into other background information. If no, please explain why a Privacy Notice is not required.

Yes

22 If there are other social media sites owned or maintained by the business unit, please provide the full name(s) of the site(s) and date(s) of operation.

taxpayeradvocate.irs.gov (7+ years)
improveirs.org (7+ years)
litctoolkit.com (7+ years)
taxchanges.us (7+ years)

23 Does the social media site maintain records describing how an individual exercises rights guaranteed by the First Amendment?

No

Interfaces

Interface Type

Forms

Agency Name

Web form

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Secured channel via HTTPS

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 10.004 - Stakeholder Relationship Management and Subject Files

Describe the IRS use and relevance of this SORN.

Beyond information publicly available for members in the FACA database
(https://www.facadatabase.gov/FACA/s/FACACommittee/a10t000

0001gzy9AAA/com000911), members may optionally provide additional information, which is only accessible to other committee members and limited IRS Staff with administrative access.

Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Federal Advisory Committee Records

What is the GRS/RCS Item Number?

6.2, item 010

What type of Records is this for?

Electronic

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

Substantive Committee Records

What is the disposition schedule?

Transfer when records are 15 years old or upon termination of committee, whichever is sooner.

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Federal Advisory Committee Records

What is the GRS/RCS Item Number?

6.2, item 050

What type of Records is this for?

Electronic

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

Non-substantive committee records

What is the disposition schedule?

Temporary. Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.

Data Locations

What type of site is this?

System

What is the name of the System?

Web site

What is the sensitivity of the System?

Personally Identifiable Information (PII) including Linkable Data

What is the URL of the item, if applicable?

https://www.tapspace.org

Please provide a brief description of the System.

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