

Date of Approval: 09/02/2025  
Questionnaire Number: 2528

## Basic Information/Executive Summary

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

ACSS Automated Lien Perfection

Business Unit

Small Business and Self Employed

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 Information Technology Robotic Process Automation (IT RPA) program is working with Small Business Self Employed (SB/SE) Collections Automated Collection System (ACS) Support team to automate the current manual lien perfection research process. Currently, ACS Support users must manually perfect liens in the Automated Lien System (ALS) that do not pass validation. This process requires them to navigate to multiple external systems to conduct research required to complete these cases. This project seeks to automate this process using UiPath to extract relevant data from the Integrated Data Retrieval System (IDRS) that the ACS support team can use to more-efficiently process liens in ALS and thus reducing the amount of screens and clicks required per case. The automation will be designed to, using user input criteria, 1) navigate to IDRS, 2) extract required information from relevant command codes, and 3) copy information into summarized report for user consumption.

Benefits:

- Improved time efficiency allowing collection representatives to work on more complex tasks
- Faster information extraction
- Increased data accuracy

The following business objectives are expected to be achieved with the successful completion of this project:

- The system shall provide the ability to automatically retrieve applicable research data required for successful Lien Perfection.
- The system shall eliminate additional research requirements and steps regarding access in IDRS.

## 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 automation, using user input search criteria will retrieve data needed to complete the lien perfection process in the Automated Lien System (ALS). This automation will navigate to Integrated Data Retrieval System (IDRS) command codes to extract requested data and use it to generate Microsoft Excel Output report with extracted information. This excel file will be downloaded locally to the user's workstation for manual processing in ALS. No data will be stored in UiPath.

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

Employer Identification Number

Federal Tax Information (FTI)

Individual Taxpayer Identification Number (ITIN)

Name

Social Security Number (including masked or last four digits)

Tax ID Number

Telephone Numbers

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

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

SSN for tax returns and return information - IRC section 6109

# Product Information (Questions)

1 Is this PCLIA a result of a specific initiative or process improvement?

Yes

1.1 What is the name of the Business Unit (BU) or Agency initiative?

Improve Technology Operations

2 Describe in detail, the Robotic Process Automation (RPA) process; be sure to identify the project title and business unit owner; state what IRS Strategy or initiative it supports; identify the system or process it supports and if PII will be required for the RPA to run; identify activities and workflow controls with the type and capabilities that will be incorporated; lastly indicate how the service benefits from the use of this RPA. (Process, Library, Test Automation, Template.)

The IT RPA program is working with SB/SE Collections ACS Support team to automate the current manual lien perfection research process. Currently, ACS Support team members must manually perfect liens in the Automated Lien System (ALS) that do not pass validation. This process requires them to navigate to multiple external systems to conduct research required to complete these cases. This project seeks to automate this process using UiPath to extract relevant data from IDRS that the ACS support team can use to more-efficiently process liens in ALS and thus reducing the amount of screens and clicks required per case. The automation will be designed to, using user input criteria, 1) navigate to IDRS, 2) extract required information from relevant command codes, and 3) copy information into summarized report for user consumption. The following business objectives are expected to be achieved with the successful completion of this project:

- The system shall provide the ability to automatically retrieve applicable research data required for successful Lien Perfection.
- The system shall eliminate additional research requirements and steps regarding access in IDRS.

3 Is this a new Robotic Process Automation (RPA) project?

Yes

4 Identify the IRS IT systems, applications, projects, and/or databases this RPA is applied to; include the associated system name.

Integrated Data Retrieval System (IDRS); UiPath Orchestrator

5 Identify why the use of SBU/PII/FTI is required; include any type of Sensitive But Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI) that this project will create, collect, receive, use, process, maintain, access, inspect, display, store, disclose, disseminate, or dispose of.

The purpose of this automation is to extract data fields needed by the ACS Support team to process lien perfection cases. This data will include Federal Tax information like Names, Addresses, TIN, Power of Attorney information, and payments.

6 Is your RPA Attended/Unattended?

Attended

7 Is this RPA process converting from paper to electronic format or automating a process currently performed by a human?

Yes

7.1 Explain the process being replaced/automated.

Currently, ACS Support users must manually perfect liens in the Automated Lien System (ALS) that do not pass validation. This process requires them to navigate to multiple external systems to conduct research required to complete these cases. This project seeks to automate this process using UiPath to extract relevant data from IDRS that the ACS support team can use to more-efficiently process liens in ALS and thus reducing the amount of screens and clicks required per case. The automation will be designed to, using user input criteria, 1) navigate to IDRS, 2) extract required information from relevant command codes, and 3) copy information into summarized report for user consumption.

8 Indicate what level of complexity the RPA is classified as and if you were required to register with One Solution Delivery Lifecycle (OneSDLC) or not, or indicate if Information Technology's (ITs) Technical Insertion process was used for approval of this RPA.

This is classified as a Medium Complexity automation and One Solution Delivery Lifecycle (OneSDLC) documentation is being completed as per Information Technology Robotic Process Automation (IT RPA) Program and IT guidelines.

9 Will connections or interdependencies be established for this RPA?

No

10 Indicate who has or will have permission to access the data and how users are authenticated.

The following people have access to this automation - IRS Authorized Users (Read & Write), Contractors Authorized to execute the application (Read & Write). This automation requires access to IDRS and UiPath. Access to both systems are requested via Business Entitlement Access Request System (BEARS). Data access is granted on a need-to-know basis. The BEARS

enrollment process requires that an authorized manager approve access requests on a case-by-case basis. Access approval is based on the Users role(s) and responsibilities. Users are given the minimum set of privileges required to perform their regular and recurring work assignments; they are restricted from changing the boundaries of their access without management approval. Write, Modify, Delete, and/or Print) are defined on BEARS and set (activated) by the System Administrator prior to the user being allowed access. User privileges and user roles determine the types of data that each user has access to. Management monitors system access and removes permissions when individuals no longer require access.

11 Indicate if Business Entitlement Access Request System (BEARS) entitlements are required for access and if Privileged User Management Access System (PUMAS) control management is applied for granting access to the system(s)? If BEARS/PUMAS are not applied, indicate what access controls are in place.

Approved BEARS entitlements are required to access both IDRS and the UiPath Assistant software and ACSS Automated Lien Perfection Bot.

12 Identify the maintenance tasks or updates performed; state whether or not the maintenance tasks are inherited from the host (UiPath Platform), or you are using customized maintenance activities.

This automation is being built and maintained by the IT RPA (UiPath Platform) team. IT RPA will be responsible for any Operation & Maintenance (O&M) defects, system updates, maintenance, etc. as needed.

13 Indicate if this product or system shares data outside of the United States or its territories.

No

14 Indicate if this system or Robotic Process Automation (RPA) is trained through the use of algorithms; indicate if the algorithm used contains data with a sensitivity classification. (Sensitive but unclassified data might include algorithms, methods, system data, or PII/FTI that could be used to re-identify a person.)

No

15 Describe this system's (RPAs) audit trail process in detail; include location of supporting documents (SPLUNK). Note: Upload of this document is required.

UiPath provides the audit trails at the organization/tenant level and these logs are stored in mssql database. UiPath also provides an integration to external log products like SPLUNK. Managed service uses SPLUNK as the log aggregator, and all the UiPath logs are fed into Integrated Enterprise Portal (IEP) SPLUNK and IEP SPLUNK is connected to IRS SPLUNK. Any logs going to IEP SPLUNK will be forwarded to IRS SPLUNK. Location for Integrated Enterprise Portal (IEP) SPLUNK is as follows: Integrated Enterprise Portal (IEP) Splunk

hostname: https://laco-irs.mgt.afsiep.net/ Index: service\_fabric\_prod Source:  
rancher:uipath:audit.

## Interfaces

### Interface Type

IRS Systems, file, or database

### Agency Name

Microsoft Excel

### Incoming/Outgoing

Incoming (Receiving)

### Transfer Method

Secure Data Transfer (SDT)

### Interface Type

IRS Systems, file, or database

### Agency Name

Integrated Data Retrieval System (IDRS)

### Incoming/Outgoing

Incoming (Receiving)

### Transfer Method

Secure Data Transfer (SDT)

### Other Transfer Method

ECLAS API

## Systems of Records Notices (SORNs)

### SORN Number & Name

IRS 26.009 - Lien Files

Describe the IRS use and relevance of this SORN.

This automation will be used to access information related to  
Individuals on whom Notices of Federal Tax Liens have been  
filed.

## Records Retention

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

Internal Revenue Service Records Control Schedule (RCS) 28 Tax Administration - Collection

What is the GRS/RCS Item Number?

43

What type of Records is this for?

Both (Paper and Electronic)

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

Notice of Federal Tax Lien and Certificate of Release of Federal Tax Lien.

What is the disposition schedule?

Destroy 1 year after account is satisfied or statutory period for collection has expired.

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

Internal Revenue Service Records Control Schedule (RCS) 32 IRS Electronic Tax Administration (ETA)

What is the GRS/RCS Item Number?

RCS 32, Item 32

What type of Records is this for?

Both (Paper and Electronic)

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

Automated Lien System (ALS). ALS provides a Servicewide database of all notices of Federal tax liens.

What is the disposition schedule?

Delete 1 year after lien is paid in full.

What is the Record Schedule System?

Record Control Schedule (RCS)

What is the retention series title?

Part V -Records Generated by the Automated Collection System (ACS), Magnetic Media Management and PR

What is the GRS/RCS Item Number?

RCS 28, Item 95

What type of Records is this for?

Both (Paper and Electronic)

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

Lien Release List (ACRW 7004). A computer-generated report consisting of taxpayer accounts who's TDA Tax Modules are closed and on which a lien on property has been placed. Since all the tax modules are closed, the lien on the taxpayer property can be released. (Job No. N1-58-90-3, Item 96) Filing Arrangement: District.

What is the disposition schedule?

Destroy at the end of June and December, once the list is over 1 year old.

## Data Locations

What type of site is this?

System

What is the name of the System?

Integrated Data Retrieval System (IDRS)

What is the sensitivity of the System?

Federal Tax Information (FTI)

Please provide a brief description of the System.

The Integrated Data Retrieval System (IDRS) is a major application supported on the Unisys and IBM mainframes and controlled through the Security and Communication System (SACS). It is a mission critical steady state system consisting of databases and operating programs that support IRS employees working active tax cases within each business function across the entire IRS.

What are the incoming connections to this System?

This automation will interface with IDRS to retrieve Lien Perfection information for manual processing.

What are the outgoing connections from this System?

Outgoing connection to UiPath.

What type of site is this?

System

What is the name of the System?

UiPath Orchestrator

What is the sensitivity of the System?

Sensitive But Unclassified (SBU)

What is the URL of the item, if applicable?

[https://devtest-uipath.as.opr.afsiep.net/Development/portal\\_/home](https://devtest-uipath.as.opr.afsiep.net/Development/portal_/home)

Please provide a brief description of the System.

UiPath Orchestrator is a web-based application that acts as the central hub for managing and automating processes in an RPA (Robotic Process Automation) environment. It helps orchestrate, schedule, and monitor robots, manage workflows, and handle exceptions.

What are the incoming connections to this System?

The UiPath Orchestrator will have an incoming connection to IDRS to extract information needed for the automation. The UiPath Orchestrator will store automation run information (start

time, stop time, etc.). Extracted data will be processed and stored in MS Excel output file. No data will be permanently stored in UiPath.

What are the outgoing connections from this System?

UiPath Orchestrator passes the extracted data into MS Excel output file.

No data will be permanently stored in UiPath.