

Date of Approval: 12/29/2025
Questionnaire Number: 2584

Basic Information/Executive Summary

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

SBSE Field & Specialty Exam Measures Report

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.

Small Business Self-Employed (SB/SE) Field & Specialty Exam recognizes the importance of utilizing technology to help improve business efficiency and operations. The SB/SE Field & Specialty Exam Measures report will be a report created in Microsoft (MS) Power Bi and posted to the MS 365 workspace environment. The report will serve as a tool to assist in monitoring the status and state of SB/SE Field & Specialty Exam inventory. The intended audience are the SB/SE Field & Specialty Exam Directors and staff. The Measures report will be updated weekly and allow the Directors & Staff to see the status, age, & types of inventories in their respective Areas. The report will also allow them to drill down to specific data points based on specific needs so that they can make more informed business operating decisions. The report is already in development stage and each of the SB/SE Field Exam Directors have been briefed and have provided feedback. The data will come from the IRS Examination Return Control System (ERCS) via Tableau and the IRS Audit Information Management System (AIMS). The data files will be stored on the SB/SE designated subject matter experts

(SMEs) local computer and over written weekly with new data. Subsequently, the designated SMEs will publish the Measures report to the MS 365 environment. The report will contain personally identifiable information (PII) on taxpayers. The intended audience (SB/SE Directors and staff) will have access to the underlying PII data within the report. The PII data is necessary to identify inventory assignments, as well as taxpayer and examiner location. Permissions to the report will be controlled by the owner and or designated SMEs through the MS 365 workspace environment.

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).

The report will contain personally identifiable information (PII) on taxpayers. The PII data will be used by Executives and Executive staff to identify inventory assignments. The data will come from the IRS Examination Return Control System (ERCS) via Tableau and the IRS Audit Information Management System (AIMS). The data files will be stored on the SB/SE designated subject matter experts (SMEs) local computer and over written weekly with new data. Subsequently, the designated SMEs will publish the Measures report to the MS 365 environment. Permissions to the report & MS 365 workspace will be controlled by the owner and or designated SMEs through the MS 365 workspace environment. The report will be used for the foreseeable future until advised by Leadership, at which point the report, MS 365 workspace and data files will be deleted.

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

Employment Information

Federal Tax Information (FTI)

Individual Taxpayer Identification Number (ITIN)

Name

Social Security Number (including masked or last four digits)

Standard Employee Identifier (SEID)

Telephone Numbers

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).
PII about individuals for Bank Secrecy Act compliance - 31 USC

PII for federal tax administration - generally IRC Sections 6001 6011 or 6012
PII for personnel administration - 5 USC
SSN for tax returns and return information - IRC section 6109

Product Information (Questions)

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

No

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

Small Business Self Employed (SBSE) Field & Specialty Exam is the business unit name.

2 Is this a new M365 project?

Yes

2.1 Is there a previous Privacy and Civil Liberties Impact Assessment (PCLIA) for this project?

No

3 Describe your business process and purpose for use of M365; identify what system(s) or business process(es) the M365 supports.

The purpose for use of the M365 environment is to allow the "Field Examination Measures Report" owner and designated SMEs the ability to update or refresh the data within the report, make improvements, changes or enhancements to the report, control permission levels to both the report and workspace environment and share the report with the Directors and their designated staff on a regular basis. The M365 system supports the business process of allowing the report to be shared from a designated and secure workspace environment. The M365 environment supports the business process of sharing the report in a secure environment and supports the MS Power Bi application which is the application the report will be created in.

4 Do you use Power Automate?

Yes

4.1 Have you documented this in the Data Locations section?

Yes

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

Yes

5.1 Have you documented this in the Data Locations section?

Yes

5.2 Are you using dashboards for reporting?

Yes

5.3 Are the permissions for the dashboard the same as the collection the data is pulled from?

Yes

5.31 Who has permissions to access the data?

The FE Measures report owner, designated subject matter experts (SME's), the Field & Specialty Exam Director's and their approved staff members.

5.4 Is the dashboard data able to be manipulated?

No

6 Is the data being accessed coming from OneDrive?

Yes

7 Do you have a data dictionary?

Yes

Interfaces

Interface Type

IRS Systems, file, or database

Agency Name

Examination Returns Control System (ERCS)

Incoming/Outgoing

Both

Transfer Method

Secured channel via HTTPS

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 42.008 - Audit Information Management System

Describe the IRS use and relevance of this SORN.

The project uses data from the IRS Examination Return Control System (ERCS) which contains the same taxpayer data as the Audit Information Management System (AIMS).

Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

GENERAL RECORDS SCHEDULE 5.1: Common Office
Records

What is the GRS/RCS Item Number?

5.1

What type of Records is this for?

Electronic

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

Non-record keeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a record keeping system or otherwise preserve the record keeping version.

What is the disposition schedule?

Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.

Data Locations

What type of site is this?

OneDrive

What is the name of the OneDrive?

XXX- Internal Revenue Service

What is the sensitivity of the OneDrive?

Sensitive But Unclassified (SBU)

Please provide a brief description of the OneDrive.

Creator of the FE Measures Report OneDrive storage space provided by the Internal Revenue Services.

What are the incoming connections to this OneDrive?

There will be no incoming connections to this OneDrive.

What are the outgoing connections from this OneDrive?

The FE Measures report stored on report owner's OneDrive will be uploaded to the M365 PowerBi dedicated workspace environment.

What type of site is this?

Workspace (Power BI)

What is the name of the Workspace (Power BI)?

FE Measures Report

What is the sensitivity of the Workspace (Power BI)?

Sensitive But Unclassified (SBU)

What is the URL of the item, if applicable?

<https://app.powerbigov.us/groups/6091ced4-0f81-428d-8520-2253bd8a72ef/list?tenant=f2372b85-8802-490c-b196-7b96c73fee3b>

Please provide a brief description of the Workspace (Power BI).

Workspace designed so SB/SE Field & Specialty Exam Directors and their respective Staff can open, view and use the Power BI FE Measures Report as needed.

What are the incoming connections to this Workspace (Power BI)?

Field & Specialty Exam Director's and Staff will connect via their IRS issued devices (laptops, cell phones, etc.).

What are the outgoing connections from this Workspace (Power BI)?

There are no outgoing connections.