

Date of Approval: **March 10, 2022**

PIA ID Number: **6072**

## **SYSTEM DESCRIPTION**

*Enter the full name and acronym for the system, project, application and/or database.*

Scanning as-a-Service Front-End Ripcord, SCaaS Front-End Ripcord

*Is this a new system?*

Yes

*What governance board or Executive Steering Committee (ESC) does this system report to? Full name and acronym.*

Enterprise Case Management (ECM) Executive Steering Committee (ESC)

*Current ELC (Enterprise Life Cycle) Milestones:*

*Is this a Federal Information Security Management Act (FISMA) reportable system?*

Yes

## **GENERAL BUSINESS PURPOSE**

*What is the general business purpose of this system? Provide a clear, concise description of the system, application or database, the reason for the system, and the benefits to the IRS to use the information, and how the information will be used.*

Scanning as-a-Service (SCaaS) will allow the Internal Revenue Service (IRS) to use managed services from a contractor to digitize or digitalize paper records and allow the electronic file to serve as the official record. This will allow the IRS to move from a paper environment to an electronic record environment, in accordance with Office of Management and Budget (OMB) guidance to do so. We will award contracts for scanning services (which include Federal Information Security and Management Act (FISMA) and Publication 4812 requirements). We will ship paper tax returns (the first use case being Form 709 Gift tax returns) to the contractors. For this first use case, Document Locator Number will serve as the control number. IRS Form 3210, Document Transmittal, will accompany each box of tax returns and be used as a receipt control. The contractors will scan the paper files, adhering to IRS technical specifications. The contractors will transmit the electronic files to the IRS, in a method to be coordinated with the IRS Office of the Chief Information Officer. The contractor will return the paper records to the IRS in real-time as they are scanning, balancing contractor and IRS workload and shipping cost efficiencies. We will then validate the quality of the scans and save the electronic files in a National Archives and Records Administration (NARA)-compliant repository. This PCLIA is focused only on the front-end of SCaaS: shipping the paper tax returns to the contractors, the contractors scanning the

paper files, and transmitting the electronic files to the IRS. A separate PCLIA and separate Enterprise Life Cycle (ELC) process will focus on the back-end of SCaaS: validating the quality of the scans and saving the electronic files. This will allow the project to ship the paper tax returns to the contractors under active contract, while awaiting development of the back-end information technology (IT) solution. The information contained in the forms/files will remain the same, the uses of the information will remain the same, but the access and official record will change from paper-based to digital. All contractors will initially scan Form 709. The project scope may expand to include other returns or documents in the future.

## **PII DETAILS**

*Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information: or any other type of Sensitive but Unclassified (SBU) information or PII such as information about IRS employees or outside stakeholders?*

Yes

*Does the system use, collect, receive, display, store, maintain, or disseminate Social Security Numbers (SSN's) or tax identification numbers (i.e., last 4 digits, etc.)?*

Yes

*What types of tax identification numbers (TIN) apply to this system?*

Social Security Number (SSN)

*List the approved Treasury uses of the SSN:*

Interfaces with external entities that require the SSN

*Explain why the authorized use(s) above support the new or continued use of SSNs (or tax identification numbers).*

The contractors will be provided with paper tax returns. These tax returns will include SSNs. The contractors will scan the paper tax returns in their entirety and transmit the electronic record to the IRS. The electronic transmission will be via the IRS e-File process. The SCaaS contractors will apply to become e-File Transmitters, in accordance with Publication 3112, IRS e-File Application & Participation. While the SCaaS files and metadata will not actually be e-Filed to Modernized e-File (MeF), SCaaS transmission will leverage the e-File pipeline to securely transmit information. This transmission process was identified by the Office of the Chief Information Officer. The information contained in the forms/files will remain the same, the uses of the information will remain the same, but the access and official record will change from paper-based to digital.

*Describe the planned mitigation strategy and forecasted implementation date to mitigate or eliminate the use of SSN's (or tax identification numbers).*

n/a

Employer Identification Number

Other Taxpayer Identification Number

*Does this system use, collect, receive, display, store, maintain or disseminate other (non-SSN) PII (i.e., names, addresses, etc.)?*

Yes

*Specify the PII Elements:*

Name  
Mailing address  
Phone Numbers  
Medical Information  
Vehicle Identifiers  
Financial Account Numbers  
Employment Information  
Tax Account Information  
Centralized Authorization File (CAF)

*Does this system use, collect, receive, display, store, maintain, or disseminate SBU information that is not PII?*

Yes

*Specify the types of SBU from the SBU Types List:*

Protected Information Information which if modified, destroyed, or disclosed in an unauthorized manner could cause loss of life, loss of property or funds by unlawful means, violation of personal privacy or civil rights, gaining of an unfair procurement advantage by contractors bidding on government contracts, or disclosure of proprietary information entrusted to the Government.

*Are there other types of SBU/PII used in the system?*

No

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

PII for federal tax administration is generally Internal Revenue Code Sections 6001, 6011, & 6012e(a)

SSN for tax returns and return information is Internal Revenue Code Section 6109

*Has the authority been verified with the system owner?*

Yes

## **BUSINESS NEEDS AND ACCURACY**

*Explain the detailed business needs and uses for the SBU/ PII, and how the SBU / PII is limited only to that which is relevant and necessary to meet the mission requirements of the system. If SSNs (or tax identification numbers) are used, explicitly explain why use of SSNs meets this criteria. Be specific.*

The inclusion of Personally Identifiable Information (PII) and Federal Tax Information (FTI), including SSN, is necessary because we are creating digital versions of paper tax returns. These electronic files will replace the paper file as the official record (upon being validated and stored in a NARA-compliant repository). The scanned electronic file must mirror the paper file. As a result, it will include the PII and FTI (SSN, name, mailing address, etc.) in a given paper tax return. For our first use case, Form 709 Gift tax returns, the PII is SSN, name, and mailing address on the Form 709 itself and any PII contained in the attachments to the Form 709. As the Form 709 is a tax return, the document itself is FTI.

*How is the SBU/PII verified for accuracy, timeliness, and completion?*

The scanned files and related metadata will meet the Minimum Technical Digitization Specifications and Minimum Metadata Elements for IRS Records. These specifications were developed in concert with Privacy, Governmental Liaison and Disclosure (PGLD) Records and Information Management (RIM).

## **PRIVACY ACT AND SYSTEM OF RECORDS**

The Privacy Act requires Federal agencies that maintain a system of records to publish systems of records notices (SORNs) in the Federal Register for records from which information is retrieved by any personal identifier for an individual who is a US citizen, or an alien lawfully admitted for permanent residence. The Privacy Act also provides for criminal penalties for intentional noncompliance.

*Does your application or this PCLIA system pertain to a group of any record from which information is retrieved by any personal identifier for an individual who is a US citizen, or an alien lawfully admitted for permanent residence? An identifier may be a symbol, voiceprint, SEID, or other personal identifier that is used to retrieve information.*

Yes

*Identify the Privacy Act SORN(s) that cover these records.*

IRS 00.002 Correspondence Files: Inquiries about Enforcement Activities

IRS 00.001 Correspondence Files and Correspondence Control Files

## **RESPONSIBLE PARTIES**

*Identify the individuals for the following system roles:*

## Official Use Only

## **INCOMING PII INTERFACES**

*Does the system receive SBU/PII from other systems or agencies?*

Yes

*Does the system receive SBU/PII from IRS files and databases?*

No

*Does the system receive SBU/PII from other federal agency or agencies?*

No

*Does the system receive SBU/PII from State or local agency (-ies)?*

No

*Does the system receive SBU/PII from other sources?*

No

*Does the system receive SBU/PII from Taxpayer forms?*

Yes

*Please identify the form number and name:*

Form Number: 709

Form Name: United States Gift (and Generation-Skipping Transfer) Tax Return

*Does the system receive SBU/PII from Employee forms (e.g., the I-9)?*

No

## DISSEMINATION OF PII

*Does this system disseminate SBU/PII?*

Yes

*Does this system disseminate SBU/PII to other IRS Systems?*

Yes

*Identify the full name and acronym of the IRS system(s) that receive SBU/PII from this system.*

System Name: Modernized eFile

Current PCLIA: Yes

Approval Date: 2/8/2022

SA&A: Yes

ATO/IATO Date: 4/19/2021

*Identify the authority.*

E-Government Act of 2002, 5 USC 301 or 26 USC 6103(b)(1).

*For what purpose?*

SCaaS will use the e-File Transmitter process to move electronic data (scanned tax returns, files, and metadata) from the contractors into the IRS.

*Does this system disseminate SBU/PII to other Federal agencies?*

No

*Does this system disseminate SBU/PII to State and local agencies?*

No

*Does this system disseminate SBU/PII to IRS or Treasury contractors?*

Yes

*Identify the contractor source(s) that receive SBU/PII from this system, and if there is an Inter-Agency Agreement (ISA) /Memorandum of Understanding (MOU).*

Organization Name: Ripcord

Transmission Method: Shipping paper tax returns to contractor

ISA/MOU: No

*Identify the authority.*

Tax Authority is pursuant to section 6103(n) of the Internal Revenue Code (IRC). The IRS awarded Contract No. 2032H8-21-C-00029 to Ripcord Inc. on August 18, 2021.

*For what purpose?*

Yes

*Did the contract include the appropriate 6103(n) clauses for tax return and return information, and Federal Acquisition Regulations privacy clauses?*

Yes

*Does this system disseminate SBU/PII to other Sources?*

No

## **PRIVACY SENSITIVE TECHNOLOGY**

*Does this system use social media channels?*

No

*Does this system use privacy-sensitive technologies such as mobile, global position system (GPS), biometrics, RFID, etc.?*

No

*Does the system use cloud computing?*

No

*Does this system/application interact with the public?*

No

## **INDIVIDUAL NOTICE AND CONSENT**

*Was/is notice provided to the individual prior to collection of information?*

No

*Why not? If information is not collected directly from an individual, please discuss the factors considered in deciding to collect information from third party sources.*

There is not a new collection of information. Rather, we are applying a technical solution (scanning) to tax returns that the IRS has already provided the required collection notices to taxpayers.

*Do individuals have the opportunity to decline from providing information and/or from consenting to particular uses of the information?*

No

*Why not?*

The following citations provide the authority to require this information for tax administration: CFR 20.6018-4 Returns; documents to accompany the return CFR 25.6019-3 Contents of return CFR 25.6019-4 Description of property listed on return IRM 4.25.1.3 Related Returns Necessary for Examination.

*How does the system or business process ensure 'due process' regarding information access, correction and redress?*

IRM 4.25.1.7.5 Taxpayer Rights and Notifications speaks to taxpayer rights through Estate and Gift tax examinations. This IRM cite also includes reference to Publication 1 Your Rights as a Taxpayer. Publication 1 includes the Taxpayer Bill of Rights as well as an explanation of Examinations, Appeals, Collections, and Refunds.

## **INFORMATION PROTECTION**

*Identify the owner and operator of the system (could be IRS owned and operated; IRS owned, contractor operated; contractor owned and operated).*

IRS Owned and Contractor Operated

*The following people have access to the system with the specified rights:*

*IRS Employees*

Users: Read Only

Managers: Read Only

System Administrators: Read Only

Developers: Read Only



## *IRS Contractor Employees*

Contractor Users: Read Write

Contractor Managers: Read Write

Contractor System Administrators: Administrator

Contractor Developers: Administrator

### *How is access to SBU/PII determined and by whom?*

As this PCLIA is limited to the front-end of SCaaS, this access only refers to IRS employees packing and shipping tax returns to the SCaaS contractors, and the SCaaS contractors scanning, and the SCaaS contractors transmitting electronic files to the IRS via the e-File process. Due to the nature of the SCaaS project, all work will involve access to PII and FTI. IRS employees will pack and ship tax returns for which they already have access. For example, IRS Consolidated Site personnel that currently service historic Gift tax returns are preparing these returns for the SCaaS contractors. The contractors will be converting paper tax returns to digital records, and those tax returns include PII and FTI. The contracts contain FISMA and Publication 4812 requirements. All contractor personnel working on the SCaaS project must undergo a background clearance before accessing PII and FTI. As of 3/3/2022, background clearances are being processed so no tax returns have been sent to the contractors.

## **RECORDS RETENTION SCHEDULE**

*Are these records covered under a General Records Schedule (GRS, IRS Document 12829), or has the National Archives and Records Administration (NARA) approved a Records Control Schedule (RCS, IRS Document 12990) for the retention and destruction of official agency records stored in this system?*

Yes

*How long are the records required to be held under the corresponding GRS or RCS, and how are they disposed of? In your response, please provide the GRS or RCS chapter number, the specific item number, and records series title.*

Yes, the first use case under SCaaS is the Gift tax return/Form 709. It is required to be held through the life of the taxpayer, and then for an additional 75 years if connected to an Estate tax return/Form 706 upon a taxpayer's death. (Note, we have a request in to NARA to reduce this 75-year period to 40 years). The Gift tax return retention requirements are outlined in IRS Records Control Schedule (RCS) Document 12990 under RCS 29, Item 62. Retention periods for future SCaaS use cases would depend on the use case. The cached scanned documents in the contractor systems are covered by General Records Schedule 5.2, Transitory and Intermediary Records, item 020 (Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever

is later.). The scanned documents in the contractor cache will be deleted after the contractor and IRS have validated that the electronic transmission was successful and contained the correct number of electronic files. The paper records, however, will not be destroyed until after a full quality assurance review (which will be addressed in a separate, back-end Privacy & Civil Liberties Impact Assessment (PCLIA).

## **SA&A OR ASCA**

*Has the system been through SA&A (Security Assessment and Authorization) or ASCA (Annual Security Control Assessment)?*

Yes

*What date was it completed?*

12/17/2021

*Describe the system's audit trail.*

The IRS tested audit trails via Publication 4812 Contractor Security Assessments conducted from December 16-17, 2021. These assessments evaluated Cybersecurity, physical security, and privacy controls.

## **PRIVACY TESTING**

*Does the system require a System Test Plan?*

No

*Please explain why:*

This PCLIA focuses on the front-end of SCaaS (shipping tax returns to contractors, and contractors scanning, and contractors transmitting electronic files to the IRS via the e-File process).

## **SBU DATA USE**

*Does this system use, or plan to use SBU Data in Testing?*

No

## NUMBER AND CATEGORY OF PII RECORDS

*Identify the number of individual records in the system for each category:*

IRS Employees: Not Applicable

Contractors: Not Applicable

Members of the Public: More than 1,000,000

Other: No

## CIVIL LIBERTIES

*Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment?*

Yes

*Explain the First Amendment information being collected and how it is used.*

The information collected includes tax return income, deductions, credits, gifting, etc., that might relate to First Amendment rights (for example, charitable contributions to religious organizations). The individual about whom the information was collected or maintained expressly authorizes its collection/maintenance.

*Please list all exceptions (any one of which allows the maintenance of such information) that apply:*

The individual about whom the information was collected or maintained expressly authorizes its collection/maintenance (as noted in Q17).

*Will the First Amendment information be used as the basis to make any adverse determination about an individual's rights, benefits, and/or privileges under Federal programs?*

No

*Is the system information used to conduct 'data-mining' as defined in the Implementing Recommendations of the 9/11 Commission Act of 2007, Public Law 110-53, Section 804?*

No

*Will this system have the capability to identify, locate, and monitor individuals or groups of people?*

No

*Does computer matching occur?*

No

## **ACCOUNTING OF DISCLOSURES**

*Does the system include or require disclosure of tax or employee information to anyone other than IRS employees in the performance of their duties, or to the person to whom the information pertains or to a 3rd party pursuant to a Power of Attorney, tax, or Privacy Act consent?*

Yes

*Does the system have a process in place to account for such disclosures in compliance with IRC §6103(p) (3) (A) or Subsection (c) of the Privacy Act? Contact Disclosure to determine if an accounting is required.*

Yes