

Date of Approval: 09/08/2025
Questionnaire Number: 2436

Basic Information/Executive Summary

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

Zero Paper Initiative PDF to XML Review

Acronym:
ZPI

Business Unit
Taxpayer Services

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.

ZPI Portable Document Format to Extensible Markup Language (PDF to XML) Review is a project to perform Privacy, Governmental Liaison and Disclosure (PGLD) required review comparing the original scanned document submitted into the Modernized E-File (MeF) system as a PDF by the vendor, to the Style Sheet/XML information that was captured by IRS. This review is required for a certain percentage of scanned returns to ensure quality before the paper documents are disposed. The primary users of the app will be the designated reviewers of the scanned tax forms. This information will be maintained for review by Program Management/Process Assurance (PMPA) for monitoring and resources. The information will also need to be available for Treasury Inspector General for Tax Administration (TIGTA) and Government Accountability Office (GAO) audits. The project is owned by the Return Processing Branch (RPB) in

Submission Processing Headquarters. The app is operated by employees at the Submission Processing service center campuses. The app is being developed in Dataverse in the Taxpayer Services (TS)-ZPI-Sandbox environment and will be deployed in production to the TS-ZPI-Prod environment. The Zero Paper Initiative is in compliance with the President's objective to scan all returns incoming to the IRS. As part of the requirements by PGLD, submissions by the vendors must undergo a PDF to XML review as one of the steps required before the original paper document can be disposed of. This application captures the results of the review that is then relayed to the vendors to improve quality of scanned documents. The app will make the review process more efficient and effective. This will ensure the IRS is getting a quality product and capturing taxpayer data completely and accurately.

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).

We are only storing Document Locator Number (DLN) and Taxpayer names from the tax form, along with yes/no statements and comments regarding the image quality and accuracy of the extracted data. This data will be used for quality control of the ZPI Vendor's scanned submissions which are not stored in this system. It will keep a PGLD required record of review when the paper documents are disposed.

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

Document Locator Number (DLN)

Name

Other

Standard Employee Identifier (SEID)

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

Transmission Date and Submission ID are used as part of the review validation.

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

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

Product Information (Questions)

1 Do you use Power Automate?

Yes

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

Yes

2.1 Have you documented this in the Data Locations section?

Yes

2.2 Are you using dashboards for reporting?

Yes

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

No

2.31 Who has permissions to access the data?

Solution Administrator Analyst Guest

2.4 Is the dashboard data able to be manipulated?

No

3 Is the data being accessed coming from OneDrive?

No

4 Do you have a data dictionary?

Yes

Interfaces

Interface Type

IRS or Treasury Contractor

Agency Name

[XXXX]

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Other

Other Transfer Method

Direct input into [Submission Processing Modernization]
SharePoint based on role and permission.

Interface Type

IRS Systems, file, or database

Agency Name

Business Objects

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

An excel file is downloaded from Business Objects containing a listing of the tax forms submitted into MeF the prior business day. The application will then randomly select submissions for review and upload the submission ID, DLN, Vendor, and date of submission into Dataverse.

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 00.008 - Recorded Quality Review Records

Describe the IRS use and relevance of this SORN.

These records are used to provide quality review of the external vendor's product to the IRS.

SORN Number & Name

IRS 34.037 - Audit Trail and Security Records

Describe the IRS use and relevance of this SORN.

Auditing and security is handled by the underlying M365 cloud service.

Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

4.5: Digitizing Records

What is the GRS/RCS Item Number?

20

What type of Records is this for?

Electronic

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

Records used to manage digitizing projects and document (validate) that the digitized versions of records are of suitable quality to replace source records.

What is the disposition schedule?

Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted.

Longer retention is authorized if required for business use.

Data Locations

What type of site is this?

SharePoint Online (SPO) Collection

What is the name of the SharePoint Online (SPO) Collection?

Submission Processing Modernization

What is the sensitivity of the SharePoint Online (SPO) Collection?

Federal Tax Information (FTI)

What is the URL of the item, if applicable?

<https://irs.gov.sharepoint.com/sites/SubmissionProcessingModernization>

Please provide a brief description of the SharePoint Online (SPO) Collection.

The SPM SharePoint is where all information regarding vendor scanning is located.

What are the incoming connections to this SharePoint Online (SPO) Collection?

Excel reports are imported and exported from Dataverse in a document library on this site.

What are the outgoing connections from this SharePoint Online (SPO) Collection?

Excel reports are imported and exported from Dataverse in a document library on this site.

What type of site is this?

Environment

What is the name of the Environment?

TS-ZPI-Production

What is the sensitivity of the Environment?

Personally Identifiable Information (PII) including Linkable Data

What is the URL of the item, if applicable?

<https://make.gov.powerapps.us/environments/24c7b96b-03c8-e898-aa05-ad7604e9d90c>

Please provide a brief description of the Environment.

Premium environment containing Dataverse Tables, Power Apps and Power Automate Flows.

What are the incoming connections to this Environment?

Imports data from Excel reports stored in a SharePoint document library.

What are the outgoing connections from this Environment?

None

What type of site is this?

Workspace (Power BI)

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

ZPI Reports

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

Personally Identifiable Information (PII) including Linkable Data

What is the URL of the item, if applicable?

<https://app.powerbigov.us/groups/d964375b-774a-43a0-a56c-9d8e92e9075e/list?tenant=f2372b85-8802-490c-b196-7b96c73fee3b>

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

Provides reporting on Dataverse tables.

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

Dataverse Tables

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

None