Date of Approval: 11/28/2017   PIA ID Number: **3081**

A. SYSTEM DESCRIPTION

1. Enter the full name and acronym for the system, project, application and/or database. Service Center Recognition Image Processing System, SCRIPS

2. Is this a new system? No

     2a. If **no**, is there a PIA for this system? Yes

        If **yes**, enter the full name, acronym, PIA ID Number and milestone of the most recent PIA.

        Service Center Recognition Image Processing System, SCRIPS

        Next, enter the **date** of the most recent PIA.   2/11/2015

        Indicate which of the following changes occurred to require this update (check all that apply).

No	Addition of PII
No	Conversions
No	Anonymous to Non-Anonymous
Yes	Significant System Management Changes
No	Significant Merging with Another System
No	New Access by IRS employees or Members of the Public
No	Addition of Commercial Data / Sources
No	New Interagency Use
No	Internal Flow or Collection

        Were there other system changes not listed above?   No

3. Check the current ELC (Enterprise Life Cycle) Milestones (select all that apply)

No	Vision & Strategy/Milestone 0
No	Project Initiation/Milestone 1
No	Domain Architecture/Milestone 2
No	Preliminary Design/Milestone 3
No	Detailed Design/Milestone 4A
Yes	System Development/Milestone 4B
No	System Deployment/Milestone 5
Yes	Operations & Maintenance (i.e., system is currently operational)

4. Is this a Federal Information Security Management Act (FISMA) reportable system?   Yes

A.1 General Business Purpose

5. 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. SCRIPS is a mission critical system utilizing high-speed scanning and digital imaging technology in processing tax documents. The SCRIPS system provides an integrated suite of hardware and software components that improves current Optical Character Recognition (OCR) tax form handling capabilities for the Internal Revenue Service (IRS).

B. PII DETAIL

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6. Does the system use, collect, receive, display, store, maintain, or disseminate IR Code 6103 taxpayer information; or any type of Sensitive but Unclassified (SBU) or Personally Identifiable Information (PII)? Yes

    6a. If **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

        If **yes**, check who the SSN (or tax identification number) is collected on.

        Yes   On Primary   Yes   On Spouse   Yes   On Dependent

        If **yes**, check all types SSN s (or tax identification numbers) that apply to this system:

Yes	Social Security Number (SSN)
Yes	Employer Identification Number (EIN)
Yes	Individual Taxpayer Identification Number (ITIN)
Yes	Taxpayer Identification Number for Pending U.S. Adoptions (ATIN)
Yes	Practitioner Tax Identification Number (PTIN)

        Describe the planned mitigation strategy and forecasted implementation date to mitigate or eliminate the use of SSN s (or tax identification numbers). There is no planned mitigation strategy to mitigate or eliminate the use of the SSN on the system. There is no alternative to the use of the SSN. The SSN is the significant part of the data being processed. The Office of Management and Budget memorandum M-07-12 requires that federal agencies develop a mitigation or elimination strategy for systems that use SSNs, which the Service continues to develop strategies to meet. An exception to that requirement is when the SSN is uniquely needed to identify a user's record. The SCRIPS program requires the use of SSN's because no other identifier can be used to uniquely identify a taxpayer at this time. SSNs are permissible from Internal Revenue Code (IRC) 6109, which requires individual taxpayers to include their SSNs on their income tax returns. SCRIPS utilizes SSN's only as part of the transcription of taxpayer submissions for processing downstream. SCRIPS does not retain the SSN data once it has been processed and sent downstream for pipeline processing. However, SCRIPS does maintain an archive of images, but no SSN data is retained as keys to the images.

6b. Does this system contain other (non-SSN) PII that it uses, collects, receives, displays, stores, maintains, or disseminates? (i.e. Names, addresses, etc.) Yes

If **yes**, specify the information.

Selected	PII Element	On Primary	On Spouse	On Dependent
Yes	Name	Yes	Yes	Yes
Yes	Mailing address	No	No	No
No	Phone Numbers	No	No	No
No	E-mail Address	No	No	No
Yes	Date of Birth	Yes	Yes	Yes
Yes	Place of Birth	No	No	No
No	SEID	No	No	No
Yes	Mother's Maiden Name	No	No	No
No	Protection Personal Identification Numbers (IP PIN)	No	No	No
No	Internet Protocol Address (IP Address)	No	No	No
No	Criminal History	No	No	No
Yes	Medical Information	No	No	No
No	Certificate or License Numbers	No	No	No
No	Vehicle Identifiers	No	No	No
Yes	Passport Number	No	No	No
No	Alien (A-) Number	No	No	No
Yes	Financial Account Numbers	No	No	No
No	Photographic Identifiers	No	No	No
Yes	Biometric Identifiers	No	No	No
Yes	Employment (HR) Information	No	No	No
Yes	Tax Account Information	Yes	Yes	Yes

6c. Does this system contain SBU information that is not PII, it uses, collects, receives, displays, stores, maintains, or disseminates?   No

6d. Are there other types of SBU/PII used in the system?   No

6e. Cite the authority for collecting SBU/PII (including SSN if relevant)

Yes	PII for federal tax administration is generally Internal Revenue Code Sections 6001, 6011, 6012e(a)
Yes	SSN for tax returns and return information is Internal Revenue Code Section 6109
Yes	SSN for personnel administration (IRS Employees) is 5 USC & Executive Order 9397
Yes	PII for personnel administration is 5 USC
No	PII about individuals for Bank Secrecy Act compliance 31 USC
No	Information by CI for certain money laundering cases may be 18 USC

6f. Has the authority been verified with the system owner?   Yes

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B.1 BUSINESS NEEDS AND ACCURACY

7. 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 the criteria. Be specific. SCRIPS scans and processes tax-related forms, therefore the PII contained within the forms must be contained within SCRIPS to ensure proper tax form processing.

8. How is the SBU/PII verified for accuracy, timeliness, and completeness? Explain how steps are taken to ensure that all information maintained by the system that is used by IRS to make any adverse determination about an individual's rights, benefits, and/or privileges is maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination. All SCRIPS data are received from authoritative sources (e.g., taxpayer, employer, shareholder, etc.) via the mail in paper format. As the data is retrieved for each of the fields, it is checked for completeness and validity. The SCRIPS application requires the operator to manually enter data for any field that cannot be recognized, or does not meet length and appropriate character requirements by the character recognition engine. If none of the form can be deciphered, the user must key enter the form manually. Any field entered by the operator, is again checked against length and appropriate character requirements by the application. If the entered data does not meet requirements, the application will display an error message explaining the requirement to be met, and data must be re-entered. Forms 940, 941, Schedule K-1 & IRP forms must be processed by their Internal Revenue Manual (IRM) and location Production Completion Date.

C. PRIVACY ACT AND SYSTEM OF RECORDS

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9. Are 10 or more records containing SBU/PII maintained, stored, and/or transmitted by or through this system?   Yes

9a. If **yes**, are records in the system retrieved by any personal identifier (e.g., name, SSN, Photograph, IP Address) for an individual?   Yes

If **yes**, is there a System of Records Notice(s) or SORNs that addresses the PII records in this system?   Yes

If **yes**, enter the SORN number(s) and the complete the name of the SORN.

SORNS Number	SORNS Name
IRS 22.054	Subsidiary Accounting Files
IRS 22.060	Automated Non-Master File
IRS 22.061	Individual Return Master File (IRMF),
IRS 24.030	Individual Master File (IMF),
IRS 24.046	Business Master File (BMF),
IRS 34.037	IRS Audit Trail and Security Records System

If **yes**, does the System of Records Notice(s) (SORN) published in the Federal Register adequately describe the records as required by the Privacy Act?   Yes

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D. RESPONSIBLE PARTIES

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10. Identify the individuals for the following system roles. ## Official Use Only

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E. INCOMING PII INTERFACES

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11. Does the system receive SBU/PII from other system or agencies? Yes

    11a. If **yes**, does the system receive SBU/PII from IRS files and databases? Yes

      If **yes**, enter the files and databases.

System Name	Current PIA?	PIA Approval Date	SA & A?	Authorization Date
Data Validation (DV)	Yes	02/11/2015	Yes	11/30/2017
Integrated Data Retrieval System (IDRS)	Yes	08/29/2017	Yes	12/21/2016
Quality Review (QR) (OPIS)	Yes	09/06/2017	Yes	02/21/2012
Original Entry (OE),	No		No	02/21/2012
Enhanced Entity Index File (E-EIF) (EPMF)	Yes	12/15/2015	Yes	12/19/2013
Statistics of Income (SOI)	Yes	04/11/2017	Yes	01/05/2016
Batch Block Tracking System (BBTS)	Yes	09/19/2013	No	01/05/2016
Service-Wide Employment Tax Research System (SWETRS)	Yes	01/26/2016	Yes	12/07/2015
Document Edit Validation (DED):	Yes	02/11/2015	Yes	11/30/2017
SCRIPS Database	Yes	02/11/2015	Yes	11/30/2017

    11b. Does the system receive SBU/PII from other federal agency or agencies? No

    11e. Does the system receive SBU/PII from **Taxpayer** forms? Yes

    If **yes**, identify the forms

Form Number	Form Name
940	FUTA
941	Employment Tax
Schedule K-1	Schedule K-1
IRP	Informational Returns

    11f. Does the system receive SBU/PII from **Employee** forms (such as the I-9)? No

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F. PII SENT TO EXTERNAL ORGANIZATIONS

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12. Does this system disseminate SBU/PII? Yes

    12a. Does this system disseminate SBU/PII to other IRS Systems? Yes

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

System Name	Current PIA?	PIA Approval Date	SA & A?	Authorization Date
Integrated Data Retrieval System (IDRS):	Yes	08/29/2017	Yes	12/21/2016
Enhanced Entity Index File (E-EIF) (EPMF)	Yes	12/15/2015	Yes	12/19/2013
Service-Wide Employment Tax Research System (SWETRS):	Yes	01/26/2016	Yes	12/07/2015
Document Edit Validation (DED):	Yes	02/11/2015	Yes	11/30/2017

Identify the authority and for what purpose?   The following systems are identified and approved by the IRS to process/transmit/store information from SCRIPS: Integrated Data Retrieval System (IDRS),Enhanced Entity Index File (E-EIF),Batch Block Tracking System (BBTS) Service-Wide Employment Tax Research System (SWETRS) and Document Edit Validation (DED).

12b. Does this system disseminate SBU/PII to other Federal agencies?   No

12c. Does this system disseminate SBU/PII to State and local agencies?   No

12d. Does this system disseminate SBU/PII to IRS or Treasury contractors?   No

12e. Does this system disseminate SBU/PII to other Sources?   No

G. PRIVACY SENSITIVE TECHNOLOGY

13. Does this system use social media channels?   No

14. Does this system use privacy-sensitive technologies such as mobile, global position system (GPS), biometrics, RFID, etc.?   No

15. Does the system use cloud computing?   No

16.   Does this system/application interact with the public?   No

H. INDIVIDUAL NOTICE AND CONSENT

17. Was/is notice provided to the individual prior to collection of information?   Yes

17a. If **yes**, how is notice provided? Was the individual notified about the authority to collect the information, whether such is mandatory or voluntary, the purpose for which the information will be used, with whom the information may be shared, and the effects, if any, if they decide not to provide any of the requested information? The system uses data entered from tax returns filed by taxpayers. They are notified of such collection by the Privacy Act Notice in the tax return instructions. Notice, consent and due process are provided pursuant to 5 USC.

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

18a. If **yes**, describe the mechanism by which individuals indicate their consent choice(s):
The other systems the application is interconnected to or shares information with uses data entered from tax returns filed by taxpayers. They are notified of such collection by the Privacy Act Notice in the tax return instructions. Notice, consent and due process are provided pursuant to 5 USC.

19. How does the system or business process ensure due process regarding information access, correction and redress?
The other systems the application is interconnected to or shares information with uses data entered from tax returns filed by taxpayers. They are notified of such collection by the Privacy Act Notice in the tax return instructions. Notice, consent and due process are provided pursuant to 5 USC.

I. INFORMATION PROTECTION

20. Identify the owner and operator of the system (could be IRS owned and Operated; IRS owned, contractor operated; contractor owned and operated). <u>IRS Owned and Operated</u>

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

     IRS Employees?   <u>Yes</u>

<u>IRS Employees?</u>	Yes/No	Access Level (Read Only/Read Write/ Administrator)
Users	Yes	Read and Write
Managers	Yes	Read and Write
Sys. Administrators	Yes	Read and Write
Developers	No	

     Contractor Employees?   <u>Yes</u>

<u>Contractor Employees?</u>	Yes/No	Access Level	Background Invest. Level
Contractor Users	No		
Contractor Managers	No		
Contractor Sys. Admin.	Yes	Read-Only	Moderate
Contractor Developers	Yes	Read-Only	Moderate

21a. How is access to SBU/PII determined and by whom? <u>The SCRIPS site manager authorizes access to the system via the access control process OL5081. Users must complete and submit the OL5081 form to their manager for approval. Once approval is gained, the SA sets the permissions. Application users are given only access rights necessary to complete the tasks associated with their job description. The application separates user function by role. Contractors with access to the system have minimum background investigation (MBI) and undergo the same security training as IRS employees. Employees are prohibited from extracting information and distributing from outside the IRS. UNAX requirements are also leveraged to protect the data within the application. Secure messaging is required when information is transmitted within the IRS firewall. System access is controlled through OL5081 and access to the SCRIPSS application requires an SCRIPS application account.</u>

21b. If computer matching occurs, can the business owner certify that it meets requirements of IRM 11.3.39 Disclosure of Official Information, Computer Matching & Privacy Protection Act?

    <u>Not Applicable</u>

I.1 RECORDS RETENTION SCHEDULE

22. Are these records covered under the General Records Schedule (GRS), or have a National Archives and Records Administration (NARA) archivist approved a Record Control Schedule (RCS) for the retention and destruction of official agency records stored in this system?   <u>Yes</u>

22a. If **yes**, how long are the records required to be held under the corresponding RCS and how are they disposed of? In your response, please include the complete IRM number 1.15.XX and specific item number and title. <u>The records in SCRIPS are scheduled under Records Control Schedule 29 for Service Center Operations (IRS Document 12990), system data is approved for destruction, retention periods vary: Federal Tax Deposit - 7 years IRP 1096 - 3 years F940/F941 & Schedules - 7 years 1041 & 1065 Schedule K-1 - 7 years 1120S Schedule K1 - 75 years Disposal of all images is accomplished by electronic shredding.</u>

I.2 SA&A OR ECM-R

23. Has the system been through SA&A (Security Assessment and Authorization) or ECM-R (Enterprise Continuous Monitoring Reauthorization)?   In-process

   23b. If **in process**, when is the anticipated date of the SA&A or ECM-R completion?   11/30/2017

   23.1 Describe in detail the system s audit trail.   SCRIPS is a stand alone, tax forms processing, non-web-based system. SCRIPS relies upon the GSS to secure data at rest. The GSS protects SCRIPS data at rest as follows: Back Up: UNIX backups are written directly to the local Enterprise Shared Storage (ESS) drives which are synced with the ECC-MTB computing center ESS for offsite storage . System Audit Trail (SAT) and system disk backups are written to the HP Server 4mm DAT tape drives. SCRIPS is following the appropriate audit trail elements pursuant to current Audit Logging Security Standards.

J. PRIVACY TESTING

24. Does the system require a System Test Plan? Yes

   24b. If **yes**, Is the test plan in process or completed: In Process

   If **in process**, when is the test plan scheduled for completion?   11/30/2017

   24.3 If **completed/ or in process,** describe what testing and validation activities have been conducted or are in progress to verify and validate that the applicable Privacy Requirements (listed in header) have been met? The vendor develops and tests the system code at their contractor site. The code is then turned over to the Enterprise System Testing (EST) process. There, security inspections and compliance checks are administered in addition to functionality testing. EST uses the applicable IRS IRM, IRM 2.5.2 Software Testing Standards and Procedures

K. SBU Data Use

25. Does this system use, or plan to use SBU Data in Testing?   No

L. NUMBER AND CATEGORY OF PII RECORDS

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

   26a. IRS Employees: Under 50,000
   26b. Contractors: Under 5,000
   26c. Members of the Public: Not Applicable
   26d. Other: No

M. CIVIL LIBERTIES

27. Does the system maintain any information describing how any individual exercises their rights guaranteed by the First Amendment?   No

28. Is the system information used to conduct data-mining as defined in the *Implementing the 9/11 Commission Recommendations Act of 2007, Public Law 110-53, Section 804?* No

29. Will this system have the capability to identify, locate, and monitor individuals or groups of people? No

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N. ACCOUNTING OF DISCLOSURES

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30. 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? No

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End of Report