

Date of Approval: 09/23/2025
Questionnaire Number: 2039

Basic Information/Executive Summary

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

Late Reply Tool

Acronym:
LRT

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.

The Late Reply Tool (LRT) program is part of the Return Integrity & Compliance Services (RICS) under the purview of the RICS Director, Taxpayer Services (TS). The LRT application automates initial Integrated Data Retrieval System (IDRS) research of accounts, systemically establishes IDRS case controls, IDRS Collection and notice suspense activity and automates the issuance of acknowledgement and interim letters. The LRT automation process reduces clerical burden and resources while delivering improved quality and customer satisfaction. Taxpayers receive consistent and timely status updates until case closure. The LRT application allows administrators to import Case Control Activity System (CCA) 4243 report. This allows users to complete first read review and accept new audit reconsideration and closed case mail into inventory for continued case processing and management. The application provides the

following functionalities: record maintenance on all on accepted, rejected, open, closed and archived inventory; search records to view, edit or delete; issues acknowledgment and interim letters; and suspends collection activity as needed. RICS work is part of an overall revenue protection strategy. RICS' main mission is to protect public interest by improving IRS' ability to detect and prevent improper refunds. Due process is provided pursuant to 26 USC.

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 project uses TIN (Taxpayer Identification Number), Tax Period, PII for personnel admin - 5 USC and other identifiers as described in IRC 6109, "Identifying Numbers", to interact with Generalized IDRS Interface. The interaction allows LRT to issue letters and other functions as part of an audit reconsideration process. Since the audit reconsideration is a "continuation" of a closed examination, the sensitive data is applicable to only those eligible records. Once the taxpayer submits correspondence to trigger the reconsideration of the disallowed items in question, the record is stored in the system for processing throughout the lifetime of the reconsideration. Once the reconsideration is completed, the archived data is stored indefinitely - allowing historical context in case additional or subsequent reconsiderations are submitted. "The Late Reply Tool 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."

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

Address

Federal Tax Information (FTI)

Name

Other

Social Security Number (including masked or last four digits)

Standard Employee Identifier (SEID)

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

Other Types include Name Control and Tax Period

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

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 the Inflation Reduction Act (IRA)?

No

2 What type of project is this (system, project, application, database, pilot/proof of concept/prototype, power platform/visualization tool)?

Database

3 What Tier designation has been applied to your system?

2

4 Is this a new system?

No

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

Yes

4.11 What is the previous PCLIA number?

6798

4.12 What is the previous PCLIA title (system name)?

Late Reply Tool LRT

4.2 You have indicated this is not a new system; explain what has or will change and why. (Expiring PCLIA, changes to the PII or use of the PII, etc.)

Expiring PCLIA

5 Is this system considered a child system/application to another (parent) system?

No

6 Indicate what OneSDLC State is the system in (Allocation, Readiness, Execution) or indicate if you go through Information Technology's (IT) Technical Insertion Process and what stage you have progressed to.

It is not in a OneSDLC State because it began prior to September 1, 2022. Per the OneSDLC guidelines, new projects as of September 1, 2022, are required to onboard to OneSDLC instead of Enterprise Life Cycle (ELC).

7 Is this a change resulting from the OneSDLC process?

No

8 Please provide the full name and acronym of the governance board or Executive Steering Committee (ESC) this system reports to.

Taxpayer Services Governance

9 If the system is on the As-Built-Architecture (ABA), what is the ABA ID number of the system? If this PCLIA covers multiple applications shown on the ABA, please indicate the ABA ID number(s) for each application covered separated by a comma. If the system is not in the ABA, then contact the ABA (<https://ea.web.irs.gov/aba/index.html>) for assistance.

211475

10 If this system discloses any PII to any third party outside the IRS, 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?

Yes

11 Does your project/system involve any use of artificial intelligence (AI), including virtual assistant, chat bot, and robotic process automation, as defined in Executive Order 13960 and 14110?

No

12 Does this system use cloud computing?

No

13 Does this system/application interact with the public?

No

14 Describe the business process allowing an individual to access or correct their information. (Due Process)

Interactions through correspondence with the taxpayer resolves any tax issues in question and/or corrections to the audit. Since LRT uses only PII identifiers, defects in the identifiers do not occur but clerical research and editing can correct any issues once identified.

15 Is this system owned and/or operated by a contractor?

No

16 Identify what role(s) the IRS and/or the contractor(s) performs; indicate what access level (to this system's PII data) each role is entitled to. (Include details about completion status and level of access of the contractor's background investigation was approved for.)

IRS Employees?	Yes/No	Access Level (Read Only/Read Write/ Administrator)
Users	Yes	Read and Write
Managers	Yes	Read and Write
Sys. Administrators	Yes	Administrator
Developers	Yes	Administrator
Contractor Employees?	Yes/No	Access Level Background Invest. Level
Contractor Users	No	
Contractor Managers	No	
Contractor Sys. Admin.	Yes	Administrator Moderate
Contractor Developers	Yes	Administrator Moderate

17 The Privacy Act of 1974 (5 USC § 552a(e)(3)) requires each agency that maintains a system of records, to inform each individual requested to supply information about himself or herself. Please provide the Privacy Act Statement presented by your system or indicate a Privacy Act Statement is not used and individuals are not given the opportunity to consent to the collection of their PII.

The IRS notifies all individuals who file tax returns of such collection via the Privacy Act Notice which provides the legal right to ask for information under Internal Revenue Code sections 6001, 6011, and 6012(a), and their regulations. Under these sections, response is mandatory. Code section 6109 requires the individual provide an identifying number.

18 How many records in the system are attributable to IRS Employees? Enter "Under 50,000", "50,000 to 100,000", "More than 100,000" or "Not Applicable".
Under 50,000

19 How many records in the system are attributable to contractors? Enter "Under 5,000", "5,000 to 10,000", "More than 10,000" or "Not Applicable".
Under 5,000

20 How many records in the system are attributable to members of the public? Enter "Under 100,000", "100,000 to 1,000,000", "More than 1,000,000" or "Not applicable".
Under 100,000

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

The application contains three permission levels 1. Admin 2. Manager 3. User. Admin level allows for application processing and interaction with IDRS. Manager level allows access to reporting while User level only allows processing for First Read functionality within the application. Access permission and

permission level is granted through RICS Application Permission Portal (RAPP). Users must submit for approval and go through layers of approval of management and application administration to gain access to the application.

23 Is there a data dictionary on file for this system? Note: Selecting "Yes" indicates an upload to the Attachment Section is required.
No

25 Please upload all privacy risk finding documents identified for the system (Audit trail, RAFT, POA&M, Breach Plan, etc.); click "yes" to confirm upload(s) are complete.
No

26 Describe this system's audit trail in detail. Provide supporting documents.
The database is compliant with current cyber security policies regarding audit logs as it relates to SORN 34.037 Audit Trail and Security Record System.

27 Does this system use or plan to use SBU data in a non-production environment?
No

Interfaces

Interface Type

IRS Systems, file, or database

Agency Name

EXAM MAIL TOOL

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

Manual Input

Interface Type

IRS Systems, file, or database

Agency Name

IDRS

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

Manually Input

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 42.021 - Compliance Programs and Projects Files

Describe the IRS use and relevance of this SORN.

To track information relating to special programs and projects to identify noncompliance schemes

SORN Number & Name

IRS 34.037 - Audit Trail and Security Records

Describe the IRS use and relevance of this SORN.

To identify and track any unauthorized accesses to sensitive but unclassified information and potential breaches

SORN Number & Name

IRS 42.001 - Examination Administrative Files

Describe the IRS use and relevance of this SORN.

To document the examinations of tax returns or other determinations as to a taxpayer's tax liability; to document determinations whether to examine a taxpayer; and to analyze trends in taxpayer compliance.

Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Income Tax Returns Filed by Individuals, Partnerships and Fiduciaries.

What is the GRS/RCS Item Number?

GRS 29 ITEM 56 - RS

What type of Records is this for?

Electronic

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

(1) Tax return records filed electronically and maintained on magnetic tape, laser optical disk, magnetic disk or other such paperless medium. (Job No. N1-58-95-1) (2) Form 8453, U.S. Individual Income Tax Declaration for an IRS e-file Return; Form 8453-OL, U.S. Individual Income Tax Declaration for an IRS e-file Online Return; Form 8453-X, Political Organization Declaration for Electronic Filing of Notice 527 Status; W-2, Wage and Tax Statements; and related schedules not conducive to electronic transmission. (Job No. N1-58-95-1) (3) Form 8633,

Application to Participate in the Electronic Filing Program. (Job No. N1-58-95-1) (4) Form 9041, Application for Electronic/Magnetic Media Filing of Business and Employee Benefit Plan Returns. (Job No. N1-58-95-1) (5) Paper images of tax returns created from electronic storage medium. (Job No. N1-58-95-1) (6) Forms 8879 and 8879 (SP), IRS e-file Signature Authorization. Taxpayers use IR Form 8879 when their return is filed electronically using the practitioner Personal Identification Number (PIN) method or when the taxpayer authorizes the electronic return originator to enter the taxpayer's PIN on his/her electronically filed return. The 8879 (SP) is a Spanish language equivalent. These forms are used exclusively for individual tax filing. (Job No. N1-58-06-5)

What is the disposition schedule?

(1) Destroy on or after January 16, six years after the end of the processing year unless needed for Collection Statute Expiration Date (CSED) Extract due to a balance due. (2) Retire to Records Center beginning January 2 through March 31 following the year in which the returns were numbered and processed. Destroy on or after January 16, 6 years after the end of the processing year unless needed for Collection Statute Expiration Date (CSED) Extract due to a balance due. (3) Destroy 3 years after participant is removed from the program. (4) Destroy 3 years after participant is removed from the program. (5) Destroy after the need for the creation of the paper image has been satisfied. (6) Retire to Records Center when no longer needed for processing. Destroy on or after January 16, six years after the processing year unless needed for Collection Statute Expiration Date (CSED), TIGTA investigation, and/or Criminal Investigative Division (CID) investigation.

Data Locations

What type of site is this?

System

What is the name of the System?

LRT

What is the sensitivity of the System?

Federal Tax Information (FTI)

Please provide a brief description of the System.

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of acknowledgement and interim letters. The LRT automation process reduces clerical burden and resources while delivering improved quality and customer satisfaction. Taxpayers receive consistent and timely status updates until case closure. The LRT Application allows users to import Exam Mail Tool data and the Case Control Activity System (CCA) 4243 report. This allows users to complete First Read review and accept new Audit Reconsideration and Closed Case Mail into inventory for continued case processing and management. The application provides the following functionalities:

What are the incoming connections to this System?

manual import of csv files extracted from the Control D CCA4243 Overage Report (Case Control Activity System Report) or EMT (Exam Mail Tool). There aren't any automated imports directly from other systems.

<https://vp0wxsqbplprd01.ds.irsnet.gov/Reports/browse/LRT>. This report is the inventory validation for the LRT tool. Without the report, LRT will not function properly.

What are the outgoing connections from this System?

There are no systemic connections to any other systems. The tool allows user to export data/files and then use that data in other systems such by using other tools such as the GII tool for IDRS input.