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*"Rummaging in the government's attic"*

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PRIVACY, GOVERNMENTAL  
LIAISON AND DISCLOSURE

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, DC 20224

March 16, 2017

I am responding to your Freedom of Information Act (FOIA) request dated February 16, 2017 that we received on February 22, 2017.

You asked for a digital electronic copy of the IMDDS Index, What's Hot in IMDDS, and the IRM numerical index. We previously sent you a password protected CD with the requested information in a separate letter.

Your password for F17053-0104 is 1MMDSirs.

If you have any questions, please call me, Government Information Specialist Aaron Edelman, ID # 1001393988, at (267) 941-6315 or write to: Internal Revenue Service, Disclosure Office #2, P.O. Box 621506, Stop 211, Atlanta, GA 30362-3006. Please refer to case number F17053-0104.

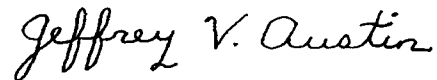
Sincerely,

A handwritten signature in black ink, appearing to read "Aaron Edelman".

Aaron Edelman  
Government Information Specialist  
Disclosure Office 2

If you have any questions, please call Government Information Specialist Aaron Edelman, ID # 1001393988, at (267) 941-6315 or write to: Internal Revenue Service, Disclosure Office #2, P.O. Box 621506, Stop 211, Atlanta, GA 30362-3006. Please refer to case number F17053-0104.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey V. Austin". The signature is written in a cursive style with a large, stylized 'J' and 'A'.

Jeffrey V. Austin  
Disclosure Manager  
Disclosure Office 2

Enclosures



PRIVACY, GOVERNMENTAL  
LIAISON AND DISCLOSURE

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, DC 20224

March 16, 2017

This is my final response to your Freedom of Information Act (FOIA) request dated February 16, 2017 that we received on February 22, 2017.

You asked for a digital electronic copy of the IMDDS Index, What's Hot in IMDDS, and the IRM numerical index. I am enclosing a copy of the requested records consisting of two electronic records responsive to your first two requested items. The IRM numerical index is available through IRS.Gov at the bottom of this page: <http://www.irs.gov/pub/irm>. This is a full grant of your request.

The FOIA provides for copying and search fees. Copying fees apply due to the issuance of electronic records on compact disc in the amount of \$25. There are no search fees because the time expended is less than the two hours provided for free.

Please send your check or money order in the amount of \$25 payable to the Treasury of the United States to the address below. We must receive your payment within 35 days of the date of this letter. Fees paid are reimbursement for services performed and are not refundable. If you fail to pay the fees, your name will be added to the FOIA non-payment list, and future requests will not be processed until all fees are paid in full.

A separate letter will be mailed to provide you the password and access instructions for the records contained on the compact disc.

You may contact me, the FOIA Public Liaison, Jeffrey V. Austin, to discuss your request at:

600 Arch Street, Room 7214, Philadelphia, PA 19106  
(267) 941-6424

The FOIA Public Liaison responds to FOIA and Privacy Act requests for copies of documents maintained by the IRS. There is no provision in either Act to resolve tax, collection, or processing issues and our staff is not trained to answer questions regarding those issues. If you need assistance with tax related issues you may call the IRS toll free number at 1-800-829-1040.

## IMDDS Introduction &amp; Index

The IMDDS program automatically distributes published products (i.e. Internal Revenue Manuals, CD-ROMS, Documents, etc.) to the IRS employees who are on subscription to receive these references. IMDDS is designed to reduce an employee's burden by subscribing to automatically receive updated material and streamline IRS's internal document distribution processes.

Subscription (also called distributions) products arrive in IRS offices shortly after they are revised and printed. The IMDDS subscription amount is based on the quantity established by the product's originator or by an office's request. IRS offices should not need additional copies of IMDDS products nor throw away excess receipts if their subscriptions are accurate. The [Order & Subscription Management System \(OSMS\)](#) includes access to maintaining your IMDDS subscriptions. In addition, National IMDDS Coordinators can assist you.

This web page contains IMDDS topics and information. If this is the first time that you are browsing this web page, we recommend that you begin by reviewing the [Frequently Asked Questions](#).

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## What's Hot in IMDDS?

Specific IMDDS topics are provided at the [IMDDS Index](#), which can help you to find the information and contacts you may need.

[Order Point Validation Process](#)

[Order Printed Products and Change IMDDS Info Online!](#)

[Receiving Too Many IRMS? Having Problems With IRM Shipments?](#)

### Order Point Validation Process

The [Order Point Validation](#) is conducted annually. The validation ensures order point information is current. An email is sent to all active OPN contacts when the survey is conducted.

### Order Printed Products and Change IMDDS Info OnLine!

Go to [OSMS](#) and check out the easy ways to:

1. Use OSMS Main Menu Option 1, *On Line Orders for IRS Offices*, to order National Distribution Center stocked products.
  - o Use Main Menu Option 1 screen, *View Order Status* button to check on the order status.
2. Use OSMS Main Menu Option 2, *IMDDS Subscription Management*, to change your Internal Management Documents Distribution System (IMDDS) subscription needs. **Note:** Offices are encouraged to access OSMS to review their IMDDS subscription records for accuracy and, in the spirit of the "[Go Green](#)" effort to remove any unwanted distribution items or excess quantities.
3. Use OSMS Main Menu Option 3, *Order Point Contact Info and Address Maintenance*, to update OPN contact information including employee/manager counts.
4. Use OSMS to respond to the  
Order Point Number (OPN) Validation Survey

[Document 12674](#) is an OSMS job aid that provides OSMS instructions and contains IMDDS web page information.

### Receiving too many IRMS? Having problems with IRM shipments?

If your office is receiving too many IRMS, access [OSMS](#) to update/remove excess IMDDS subscription quantities. Select Main Menu Option 2 "IMDDS Subscription Management" and review/revise your office's subscriptions.

- Visit [Training OPN's](#) to access a listing of all Training office OPN's servicewide.
  - Visit [Walk-In OPN's](#) to access a listing of all walk-in offices nationwide.
- Visit [IRS Building Addresses](#) to access a list of Building Addresses nationwide.

