

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2012-0003**

Schedule Status **Approved**

Agency or Establishment **Internal Revenue Service**

Record Group / Scheduling Group **Records of the Internal Revenue Service**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Tax Exempt & Government Entities**

Schedule Subject **Form 4506-A Request for Public Inspection or Copy of Exempt or Political Organization IRS Form**

Internal agency concurrences will be provided **No**

Background Information **Form 4506-A, Request for Public Inspection or Copy of Exempt or Political Organization IRS Form, is used to request a copy of an exempt or political organization's return, report, notice or exemption application, or an inspection of it at an IRS office**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0058-2012-0003

Sequence Number	
1	Form 4506-A Request for Public Inspection or Copy of Exempt or Political Organization IRS Form Disposition Authority Number DAA-0058-2012-0003-0001

Records Schedule Items

Sequence Number		
1	<p>Form 4506-A Request for Public Inspection or Copy of Exempt or Political Organization IRS Form</p> <p>Disposition Authority Number DAA-0058-2012-0003-0001</p> <p>Information collected on the form includes, but is not limited to exempt or political organization's name, address, employer identification number, requestor information, reason for request, information requested such as form #, format of record being requested, and tax years or periods requested</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>	
	Manual Citation	Manual Title
	RCS 29, item 93(5)	Records Control Schedule for Submissions Processing Campus Records
	Disposition Instruction	
	Transfer to Inactive Storage	Retire to Federal Records Center 1 year after processing year
	Retention Period	Destroy 6 year(s) and 3 month(s) after processing year
	Additional Information	
	GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
06/14/2012	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
01/16/2013	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
01/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/17/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist