

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2012-0006**

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 **Small Business/Self Employed**

Minor Subdivision **Collection Policy, Campus Operations**

Schedule Subject **Updates to Records Control Schedule 29, Item 69(5) Direct Debit
Installment Agreements**

Internal agency concurrences will be provided **No**

Background Information **These records were previously approved under NARA job number NC1-58-85-10, Item 69(5) However, it has come to the attention of the Business Unit from General Counsel that these records should be maintained for 2 years following the final debit to the account in instances where recurring debits to a consumer's account are authorized These accounts could be opened for as long as 10 years, therefore, the business unit would like to increase the retention period to 12 years This schedule is intended to change the language to meet these retention requirements**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0058-2012-0006

| Sequence Number | |
|-----------------|--|
| 1 | Direct Debit Installment Agreements (Form 433-D) and related documents Disposition Authority Number DAA-0058-2012-0006-0001 |

Records Schedule Items

| Sequence Number | | | | | | |
|--|--|--|-----------------|--------------|--|---|
| 1 | Direct Debit Installment Agreements (Form 433-D) and related documents | | | | | |
| | Disposition Authority Number | DAA-0058-2012-0006-0001 | | | | |
| | Direct Debit Installment Agreements (Form 433-D) and related documents These records are used by Compliance function taxpayer contact personnel to set up an agreement between the IRS and the taxpayer. The completed form permits the taxpayer to pay delinquent taxes through installment payments. | | | | | |
| | Final Disposition | Temporary | | | | |
| | Item Status | Active | | | | |
| | Is this item media neutral? | Yes | | | | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No | | | | |
| | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>Records Control Schedule 29, Item 69(5)</td> <td>Records Control Schedule for Submissions Processing Campus Records</td> </tr> </tbody> </table> | | Manual Citation | Manual Title | Records Control Schedule 29, Item 69(5) | Records Control Schedule for Submissions Processing Campus Records |
| Manual Citation | Manual Title | | | | | |
| Records Control Schedule 29, Item 69(5) | Records Control Schedule for Submissions Processing Campus Records | | | | | |
| | GRS or Superseded Authority Citation | NC1-58-85-10 Item 69(5) | | | | |
| | Disposition Instruction | | | | | |
| | Transfer to Inactive Storage | Retire every 60 days or when no longer needed, whichever is earlier | | | | |
| | Retention Period | Destroy immediately after 12 years | | | | |
| | 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 |
|------------|------------------------|------------------|---|--|
| 07/02/2012 | Certify | Tracee Taylor | Senior Records Analyst | Real Estate and Facilities Management - Records and Information Management Program |
| 12/14/2012 | Submit for Concurrence | Jametia Davis | Appraiser | National Archives and Records Administration - Records Management Services |
| 12/17/2012 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 12/17/2012 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 12/18/2012 | Approve | Paul Wester | Chief Records Officer for the U S Government | National Archives and Records Administration - Office of the Chief Records Officer |