

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2015-0005**
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**
Schedule Subject **OIC Forms 3210 transmittals**
Internal agency concurrences will be provided **No**

Background Information **This is a request for an increase in retention for only the Forms 3210 that are associated with offers in compromise, and previously approved for destruction after 2 years under Job No. NC1-58-81-10 (and published in Document 12990 under RCS 28, item 2 General Administrative and Housekeeping Correspondence).**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2015-0005

Sequence Number	
1	50. Offers in Compromise Case Files
1.1	50C. OIC Forms 3210 transmittals.
	Disposition Authority Number: DAA-0058-2015-0005-0001

Records Schedule Items

Sequence Number					
1	50. Offers in Compromise Case Files				
1.1	50C. OIC Forms 3210 transmittals.				
	Disposition Authority Number DAA-0058-2015-0005-0001				
	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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>RCS 28, Item 50C</td><td>Tax Administration - Collection</td></tr></tbody></table>	Manual Citation	Manual Title	RCS 28, Item 50C	Tax Administration - Collection
Manual Citation	Manual Title				
RCS 28, Item 50C	Tax Administration - Collection				
	Disposition Instruction				
	Retention Period Destroy after 3 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
04/25/2015	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
09/25/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/28/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/01/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist