

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0058-2017-0019

Status: APPROVED
Date Approved: 01/21/2025

General Information

Agency or Establishment	Internal Revenue Service
Record/Scheduling Group	0058 - Records of the Internal Revenue Service
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Statistics of Income (SOI)
Schedule Subject	Statistics of Income Division Records
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 2

Number of Permanent disposition items: 5

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0058-2017-0019

Item #	Title	Disposition
0001	Program Correspondence and Management Files	Permanent
0002	Work Productivity Reports	Temporary
0003	Tabulations : Unpublished Tabulations	Permanent
0004	Tabulations : Preliminary Tabulations	Temporary
0005	Statistics of Income Unpublished Study Files	Permanent
0006	Statistics of Income Bulletins and Publications	Permanent
0007	Unpublished Source Books	Permanent

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Records Schedule Items

DAA-0058-2017-0019-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Program Correspondence and Management Files	
Item Description	This item includes such records as: mission and policy statements, requests to initiate projects (both internal and external), project justifications, Congressional correspondence (including requests for data sent to the Joint Committee on Taxation), and correspondence with the Treasury Office of Tax Analysis.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	Document 12990, RCS 25	
Manual Title	IRS Records Control Schedules, IRS Statistics of Income (SOI) Division	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-058-92-002 / 1/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA in 5-year blocks when newest records are 15 years old and oldest records are 20 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:10 GB	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1977 To: --/--/2005	
Frequency of transfer	5	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0058-2017-0019-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Work Productivity Reports
Item Description	Work control and production reports from individual field offices and from branches within the Statistics of Income Division, National Office.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	Document 12990, RCS 25
Manual Title	IRS Records Control Schedules, IRS Statistics of Income (SOI) Division
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items Item Superseded Explanation in Part?
N1-058-92-002 / 2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year.
Retention Period	Other: Destroy 7 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Tabulations
DAA-0058-2017-0019-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Unpublished Tabulations

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Item Description	Records include unpublished and special requested compilations and analytical tables.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	Document 12990, RCS 25	
Manual Title	IRS Records Control Schedules, IRS Statistics of Income (SOI) Division	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-058-92-002 / 4/A/1	No	
N1-058-92-002 / 4/A/2	No	
N1-058-92-002 / 4/A/3	No	
N1-058-92-002 / 4/A/4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA in 5-year blocks when newest records are 15 years old and oldest records are 20 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Structured data formats:75 GB	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1969 To: --/--/2004	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	Other	
DAA-0058-2017-0019-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Preliminary Tabulations	

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Item Description	These records include listings and work papers of statistics released in published reports, including all preliminary compilations, analytical tables, control totals and related data or listings used in the preparation of Statistics of Income.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	Document 12990, RCS 25	
Manual Title	IRS Records Control Schedules, IRS Statistics of Income (SOI) Division	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-058-92-002 / 4/B/1	No	
N1-058-92-002 / 4/B/2	No	
N1-058-92-002 / 4/B/3	No	
N1-058-92-002 / 4/B/4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 50 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0058-2017-0019-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Statistics of Income Unpublished Study Files	
Item Description	These records include statistical samples of identifiable tax return information which is representative of the total tax population. These data are used to produce statistical tables of tax information which is made available to the Congress and Department of the Treasury.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	Document 12990, RCS 25
Manual Title	IRS Records Control Schedules, IRS Statistics of Income (SOI) Division
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-058-92-002 / 6/A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to NARA in 5-year blocks when newest records are 15 years old and oldest records are 20 years old.
ADDITIONAL INFORMATION	
Current Records Format	Structured data formats:141 GB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1981 To: --/--/2005
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	Other

DAA-0058-2017-0019-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Statistics of Income Bulletins and Publications
Item Description	Includes publications such as SOI Bulletins, published Source Books, Compendia, and Complete Reports. Publications contain tables and tax information which are made available to the general public. Tables contain data based on statistical samples designed to represent the total tax population.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	Document 12990, RCS 25
Manual Title	IRS Records Contol Schedules, IRS Statistics of Income (SOI) Division
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-058-92-002 / 8	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to NARA in 5-year blocks when newest publications are 15 years old and oldest publications are 20 years old.
ADDITIONAL INFORMATION	
Current Records Format	Presentation formats:75 GB
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1996 To: --/--/2005
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0058-2017-0019-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Unpublished Source Books
Item Description	These records consist of unpublished detailed information and aggregate totals concerning such items as income, deductions, assets, liabilities and tax information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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Agency Code	Document 12990, RCS 25	
Manual Title	IRS Records Control Schedules, IRS Statistics of Income (SOI) Division	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-058-92-002 / 3/A	No	
N1-058-92-002 / 3/B	No	
N1-058-92-002 / 3/C	No	
N1-058-92-002 / 3/D	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA when records are 15 years old	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:95 cuft ; Textual data:189 microfilm rolls	
End year of records covered by this authority	Year: 1999	
Date span of the initial transfer	From: --/--/1958 To: --/--/1999	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	Other	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025