

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2017-0022
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) Collections
Schedule Subject Collection Case Files
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2017-0022

Sequence Number

1

Mutual Collection Assistance Request (MCAR) Collection Case Files.
Disposition Authority Number: DAA-0058-2017-0022-0001

Records Schedule Items

Sequence Number

1

Mutual Collection Assistance Request (MCAR) Collection Case Files.

Disposition Authority Number DAA-0058-2017-0022-0001

These records include: Correspondence and other documents relating to requests to/from foreign governments concerning the collection of taxes from aliens residing in the United States, Form 53, Report of Currently Not Collectible Taxes; Form 433-D, Installment Agreement; Form 433-A, Collection Information Statement; Forms 2209, Courtesy Investigation and 2209A, Status Report; Form 2363, Master File Entity Change; Form 2424, Account Adjustment Voucher; Form 3177, Notice of Action for Entry on Master File; Form 3870 Part 4, Request for Adjustment; Form 4844, Request for Terminal Action.

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

Manual Citation	Manual Title
Document 12990, RCS 28	IRS Records Control Schedules, RCS 28 for Tax Administration - Collection

Disposition Instruction

Cutoff Instruction Cut off at close of case.

Transfer to Inactive Storage Retire to Records Center at least every 90 days or when no longer needed, whichever is later.

Retention Period Destroy 3 year(s) after cutoff.

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
09/05/2017	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
12/13/2017	Submit for Concurrency	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - RDTP2 Archives II Processing Section
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist