REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHE ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   Department of Treasury

2. MAJOR SUBDIVISION
   Internal Revenue Service (IRS)

3. MINOR SUBDIVISION
   Service Centers

4. NAME OF PERSON WITH WHOM TO CONFER
   Teresa A. Mapes
   John B. Ellis

5. TELEPHONE NUMBER
   (913) 696-6416
   (202) 283-9291

6. 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 on the attached page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

   ☑ is not required  ☐ is attached; or  ☐ has been requested.

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   IRM 1.15.29, Item 105
   Records Control Schedule for Submissions Processing
   Campus Records (Previously referred to as Service Centers) Amendment to IRM 1.15.29, Item 105, Notice Registers to extend retention per Chief Counsel and include On-Line Notice Review input and output files (NRP10, NRP20 and NRP30) used to review and correct potentially erroneous notices.

   (1) Notice Registers listing notices generated by cycle. List by Computer Paragraph, DLN, EIN (BMF), or SSN (IMF), master file code, tax period, and name control by type of tax generated each cycle.
   Cutoff at the end of processing year.
   Destroy 4 years after the end of the processing year.

   (2) On-Line Notice Review input and output files (NRP10 and NRP20)
   Each notice selected for review by notice sequence number. List Disposition for each notice and any corrections or changes made to the notice before mailing.
   Destroy 4 years after the end of the processing year.

   (3) NRP30—Output of Notice Correction volume by Key Selection.
   Destroy 1 year after the end of the processing year.

9. GRS OR SUPERSEDED JOB CITATION

   Supersedes
   NC1-58-76-9, Item 105

10. ACTION TAKEN
    (NARA USE ONLY)

   New

   New

115-109  PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228