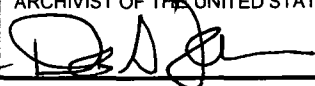
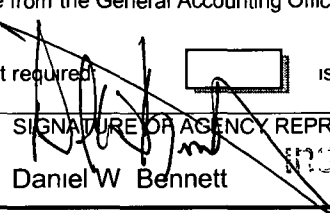


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-58-10-1	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 10/7/10	
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Small Business/Self Employed (Examination)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith Grace Robertson		5 TELEPHONE 703-565-3120 202-283-2516	DATE 11 Oct 12
5 AGENCY CERTIFICATION		ARCHIVIST OF THE UNITED STATES 	
<p>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 <u>4</u> page(s) are not now needed for the business of 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.</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE 9/27/2010	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W. Bennett		TITLE IRS Records Officer National Office, OS A RE RIM Washington, DC 20224
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	IRM 1.15.29, Records Control Schedule for Submissions Processing Campus Records Updates: * Update Item 409 For Form 8609, Low-Income Housing Credit Allocation Certification, Part II *Update Item 412 Form 8693, Low-Income Housing Credit Disposition Bond to include the election to no longer maintain a surety bond or a Treasury Direct Account to avoid recapture. *Update Item 413 Form 8877, Request for Waiver of Annual Income Recertification Requirement for the Low-Income Housing Credit is now OBSOLETE. *Update item 414, Form 8823, Low-Income Housing Credit Agencies Report of Noncompliance or Building Disposition *Add new item 431 for Low-Income Housing Credit Database		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NUMBER

N1-58-10-1

Background:

This is a request for revision of the record series of the Low-Income Housing Credit (LIHC) Program previously scheduled under NARA job number N1-058-05-1. A number of items are updated, including one new database. One Form from the previous approved schedule is obsolete. These revisions are in response to statutory changes made to the program as part of the Housing and Economic Recovery Act of 2008.

Low-Income Housing Credit Series

1

409 (A). Form 8609, Low-Income Housing Credit Allocation Certification, Part I.

N1-058-05-1

State Housing Agencies use Part I to document the allocation and terms of the allocation. A copy of this form is filed with the state housing agency's annual report.

Disposition: TEMPORARY.

Cut off annually

Retire to Records Center 3 years after the end of the calendar year in which the form was filed

Destroy 25 years after end of calendar year in which the form was filed

2

409 (B). Form 8609-A, Low-Income Housing Credit Allocation Certification, Part II.

NEW

Taxpayers use this form executed by the State Housing Agency to complete the First-Year Certification required under IRC § 42(i)(1) by completing Part II of the Form. This is a one-time filing to document certain elections regarding the operation of the low-income housing under IRC § 42.

Disposition: TEMPORARY.

Cut off annually

Retire to Records Center 3 years after the end of the calendar year in which the form was filed

Destroy 25 years after end of calendar year in which the form was filed

3

412 (A). Form 8693, Low-Income Housing Credit Disposition Bond.

N1-058-05-1

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NUMBER

N1-58-10-1

<p>4</p>	<p>This form was previously filed by taxpayers to establish securities or avoid the recapture of the credit under IRC § 42(j) at the time of disposition of a LIHC building before July 31, 2008. Bonds are not required for the disposition of a LIHC building after July 30, 2009.</p> <p>Disposition: TEMPORARY.</p> <p>Destroy 1 year after superseded, or 1 year after the expiration of the bond period, or when the taxpayer elects under Revenue Procedure 2008-60 to no longer maintain a surety bond or Treasury Direct Account to avoid recapture, or 25 years after bond was placed with the IRS, whichever is sooner</p> <p>412 (B). Revenue Procedure 2008-60 Election.</p> <p>Election by taxpayer to no longer maintain a surety bond or a Treasury Direct Account to avoid Recapture</p> <p>Disposition: TEMPORARY.</p> <p>Cut off annually Retire to Records Center at end of CY Destroy 25 years after the end of the calendar year in which the election was made</p>	<p>NEW</p>	
<p>5</p>	<p>413. Form 8877, Request for Waiver of Annual Income Recertification Requirement for the Low-Income Housing Credit.</p> <p>This form is now obsolete as part of the Housing and Economic Recovery Act of 2008. The waiver of the annual income recertification waver was superseded by a new law exempting all 100% low-income projects from the annual income recertification requirement</p> <p>Disposition: OBSOLETE.</p> <p>Series is no longer created and will be removed from IRM when all records reach their final disposition in 2016</p>	<p>OBSOLETE</p>	
<p>6</p>	<p>414. Form 8823, Low-Income Housing Credit Agencies Report of Noncompliance or Building Disposition.</p> <p>Low-Income Housing Report Form used by state housing agencies to report taxpayer noncompliance</p>	<p>N1-058-05-1 Adding retirement language for RC.</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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7

and dispositions of LIHC properties

Disposition: TEMPORARY.

Cut off annually

Retire to Records Center when 3 years old

Destroy 6 years after the end of the calendar year in which the state housing agency filed

431. Low Income Housing Credit (LIHC) Database.

NEW

Background:

The Low Income Housing Database is used to accumulate data from forms filed by state housing agencies and taxpayers participating in the IRC § 42, Low Income Housing Credit Program. These forms are not filed with tax returns. The information is needed for program administration, reporting requirements and compliance initiatives.

A. Inputs:

Data is input from the following IRS forms

1 Form 8609, Low Income Housing Credit Allocation and Certification, filed by state agencies (Part I) and taxpayers (Part II)

N1-058-05-1

Covered by items 1 and 2 of this schedule

Disposition: TEMPORARY.

Destroy hard copy forms 25 years after the calendar year in which the form was filed

2 Form 8823, Low Income Housing Credit Agencies Report of Non-compliance or Building Disposition. This form is only ingested in cases where the state agency reports on line 11p that the building is no longer in compliance and not participating in the IRC § 42 program

N1-058-05-1

Covered by item 1 of this schedule

Disposition: TEMPORARY.

Destroy hard copy forms 6 years after the end of the calendar year in which the state housing agency filed the form

B. System Data:

Information in the LIHC Database includes identification of taxpayers and state housing agencies (i.e. name, address, and EIN), amount of IRC § 42 credit allocated, the allocation terms, taxpayer

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

OPTIONAL FORM NO. 10
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GSA FPMR (41 CFR) 101-11.6
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N1-58-10-1

elections regarding the use of the housing and claiming the credit, and identification of noncompliance issues that may result in the disallowance of credit

Disposition: TEMPORARY.

Delete/Destroy when no longer needed to conduct agency business

C. Outputs:

The LIHC Database generates pre-designed reports needed to manage inventory and perform routine analyses needed to administer the program or classify returns for audit

Disposition: TEMPORARY.

Delete/Destroy when no longer needed for conducting agency business

D. System Documentation:

Owners Manual, User Manual, Data Dictionary, Software Design Description, Software Requirements, et al

Disposition: TEMPORARY.

Delete/Destroy when superseded or 5 years after the system is terminated, whichever is sooner