Schedule Number: N1-058-12-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/12/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

ALL ITEMS EXCEPT THE ONES LISTED BELOW ARE ACTIVE

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

ITEM 3 WAS SUPERSEDED BY DAA-0058-2021-0007-0003
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
Department of the Treasury

2 MAJOR SUBDIVISION
Internal Revenue Service

3 MINOR SUBDIVISION
Wage and Investment (W&I), Customer Account Services, Large Business and International (LB&I)

4 NAME OF PERSON WITH WHOM TO CONFER
Daniel W Bennett
Chief, Office of Records & Info Mgmt

5 TELEPHONE
301-821-6495

5 NAME OF PERSON WITH WHOM TO CONFER
Loretta Walker

5 TELEPHONE
202-283-0238

6 DATE
10/18/11

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9 GRS OR SUPERSEDED JOB CITATION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 Tax Administration – Wage and Investment Records

Item 58

♦ CANCELS NARA Job No. N1-58-94-4 and all previous related schedules to U.S. Corporation Income Tax Returns and associated documents (including working papers, penalty case files, and related Criminal Investigation closed cases), exhibits, forms, etc
♦ Replaces with new Item 58 for U.S. Corporation Income Tax Returns and associated documents (including working papers, penalty case files, and related Criminal Investigation closed cases), exhibits, forms, etc.

Note – Retention and Disposition for sub-item 5 (c) are unaffected.

Item 59

♦ Replaces with new Item 59 for Income Tax Index Cards to U.S. Corporation Income Tax Returns

See attached
# REQUEST FOR RECORDS DISPOSITION AUTHORITY

## Background

Internal Revenue Form 1120, U.S. Corporation Income Tax Return (and related forms, schedules, and exhibits) is used to report the income, gains, losses, deductions, credits, and to figure the income tax liability of a corporation. In the past, indices have been used to manually research such returns for request activity. This Job reduces the retention period of the Form 1120, associated schedules, other documentation (associated documentation), exhibits, and all indices from 75 years to 50 years (with the exception of sub-item 5c which remains at 6 years retention Disposition TEMPORARY).

## U.S. Corporation Income Tax Return

**Description:**

Internal Revenue Form 1120, U.S. Corporation Income Tax Return (and related work papers, forms, schedules, and exhibits) is used to report the income, gains, losses, deductions, credits, and to figure the income tax liability of a corporation. Associated records also include closed Penalty Case Files, Refund Litigation Case Files, and closed Criminal Investigation Case Files affecting corporations.

1. **Returns and Work Papers numbered and processed January 1 through June 30**
   - **AUTHORIZED DISPOSITION**
     - Retire to Records Center beginning January 2 through March 31 following the year in which numbered and processed
     - Destroy 50 years after end of the processing year

2. **Returns and Work Papers numbered and processed July 1 through December 31**
   - **AUTHORIZED DISPOSITION**
     - Retire to Records Center beginning July 1 through September 30 following the year in which numbered and processed
     - Destroy 50 years after end of the processing year

3. **Returns and related documents in refund litigation case files**
   - **AUTHORIZED DISPOSITION**
     - Retire to Records Center 3 years after establishment of file or when no longer required to be stored locally
     - Destroy 50 years after end of the processing year

4. **Returns by an Officer, Director, or Shareholder with respect to the Organization or Reorganization of a Foreign Corporation and Acquisition of its Stock (Form 959)**
   - **AUTHORIZED DISPOSITION**
     - Retire to Records Center July 1 through September 30 following the year in which numbered and processed
     - Destroy 50 years after end of processing year
(5) Election to be treated as a DISC (Form 4876)

(a) Filed a Form 1120 DISC for any taxable year for which the election is effective

**AUTHORIZED DISPOSITION**
Retire to Records Center July 1 through September 30 following the year in which numbered and processed
Destroy 50 years after end of processing year

(b) Revoked or Terminated and has filed a 1120 DISC during any taxable year for which the election is effective

**AUTHORIZED DISPOSITION**
Retire to Records Center July 1 through September 30 following the year in which numbered and processed
Destroy 50 years after end of processing year

(c) Has not filed a 1120 DISC during any of the taxable years that the election was effective

**AUTHORIZED DISPOSITION**
Retire to Records Center July 1 through September 30 following the year in which numbered and processed
Destroy 6 years after the election is effective

(6) Returns in penalty case files. Returns on which a penalty has been assessed and cases for which the Criminal Investigation Division has requested longer retention

**AUTHORIZED DISPOSITION**
Retire to Records Center July 1 through September 30 following the year in which returns were numbered in the penalty or supplemental series
Destroy 50 years after the end of the calendar year in which penalties were assessed and cases closed

**Income Tax Index Cards to U.S. Corporation Income Tax Returns (Official Record Copies).**

**Description:**
Index cards used as a cross-reference to U.S. Corporation Income Tax Returns, work papers, penalty case files, refund litigation case files involving corporations, assessment lists, Unit Ledger Cards (ULCs), and other documents.
(No longer accumulating at the Submission Processing Centers).

(1) Index cards for individual, partnership and fiduciary income tax returns, and other miscellaneous returns

**AUTHORIZED DISPOSITION**
Destroy concurrent with destruction of final tax returns to which specific index relates
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<td><strong>REQUEST FOR RECORDS DISPOSITION AUTHORITY</strong></td>
<td><strong>JOB NUMBER</strong></td>
<td><strong>N1-058-12-</strong></td>
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<td><strong>(2) Index Cards for Corporation Income Tax Returns (1917-1948)</strong></td>
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<td>(a) Index Cards for 1917</td>
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<td>(b) Index Cards for 1918–1948</td>
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<td><strong>AUTHORIZED DISPOSITION</strong></td>
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<td>Destroy concurrent with destruction of final tax returns to which specific index relates</td>
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<td>(c) Index Cards for Corporation Income Tax Returns (1949 and subsequent years)</td>
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<td><strong>AUTHORIZED DISPOSITION</strong></td>
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