

|  |                                      |   |   |
|--|--------------------------------------|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)                                |                                      | LEAVE BLANK   |   |
| TO: <b>GENERAL SERVICES ADMINISTRATION</b><br><b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                                      | JOB NO.   | <b>N1-58-86-1</b>                                       |
| 1. FROM (Agency or establishment)<br><b>U.S. Department of the Treasury</b>                                      |                                      | DATE RECEIVED   | <b>1-23-86</b>  |
| 2. MAJOR SUBDIVISION<br><b>Internal Revenue Service</b>  |                                      | NOTIFICATION TO AGENCY  |   |
| 3. MINOR SUBDIVISION<br><b>Facilities Management Division</b>  |                                      | In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Marcella Weston</b>  | 5. TELEPHONE EXT.<br><b>566-9711</b> | DATE<br><b>6-24-86</b>  | ARCHIVIST OF THE UNITED STATES<br><i>Frank A. Burke</i> |
| 6. CERTIFICATE OF AGENCY REPRESENTATIVE  |                                      |   |   |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

|                           |  |  |
|---------------------------|--|--|
| B. DATE<br><b>1-16-86</b> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>James F. O'Han</i> | D. TITLE<br><b>Chief, Records and Reports Mgt. Section</b> |
|---------------------------|--|--|

| 7. ITEM NO.               | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|---------------------------|---|-----------------------------------|----------------------------------|
| <u>RCS 206</u><br><br>93. | <p>The records covered by this request (Records Control Schedule 206-Service Centers) are created or maintained in Internal Revenue Service Centers. This request for disposal authority pertains to Form 4506, Request for Copy of Tax Form or Individual Tax Account Information. All information from this form is being converted to magnetic tape. Request disposition as follows:</p> <p>(4) Request for copies of tax returns.</p> <p>(a) Request for Copy of Tax Form or Individual Income Tax Account Information (Form 4506) or correspondence received in lieu of Form 4506 - Prepaid Fixed Fee (Effective October 1, 1983). Forms submitted by a taxpayer or taxpayer's representative to request a photocopy of a tax return or transcript of return information accompanied with a remittance. These records are the Service Centers' Accountable Officer's official copy of receipts for payments received from the taxpayer.</p> <p>1 Paper Records (Converted to magnetic tape and tape verified.)</p> <p>a DESTROY 45 days after the request is closed.</p> <p>2 Magnetic Tape</p> <p>a RETIRE to Federal Records Center 1 year after processing year.</p> <p>b DESTROY 6 years 3 months after the processing year.</p> | <b>N1-58-84-1, Item 93(5)</b>     |                                  |

*Copies sent to Agency,  
NCF, NNF, + NNS, 6-27-86, ent*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NO.

PAGE

2 OF 2

| 7.<br>ITEM<br>NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br><i>(NARS USE<br/>ONLY)</i> |
|-------------------|---|--|---|
| 93.(4) -          | Continued<br><br>(b) Correspondence requesting copies of other types of tax returns.<br>1 DESTROY 45 days after the request is closed.<br><br>(c) Request by or for third parties must be forwarded for association with the related return(s) when there is a reason to believe that the validity of the request may be questioned at a later date.<br>1 DESTROY when related returns are destroyed. | New<br><br>NCL-58-80-6<br>Item 93          |   |
| 93.               | Old Sub-Item (5) has been deleted.  |  |   |