Schedule Number: N1-058-86-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/30/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Item 93(4)B, Correspondence

item 93(4)C, Request by or for third parties

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

N1-058-94-004 supersedes item 93(4)A.
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
1-23-86

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.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.

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of the Treasury
Internal Revenue Service
Facilities Management Division

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Marcella Weston

5. TELEPHONE EXT.
566-9711

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 ___ 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: X is attached; or □ is unnecessary.

B. DATE
1-16-86

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE
Chief, Records and Reports Mgt. Section

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED

10. ACTION TAKEN
JOB
CITATION
IN NARS USE ONLY

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:

RCS 206

93. (4) Request for copies of tax returns.
   (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.
   1 Paper Records (Converted to magnetic tape and tape verified,)
      a DESTROY 45 days after the request is closed.
   2 Magnetic Tape
      a RETIRE to Federal Records Center 1 year after processing year.
      b DESTROY 6 years 3 months after the processing year.
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.4 - Continued</td>
<td>(b) Correspondence requesting copies of other types of tax returns. 1 DESTROY 45 days after the request is closed. (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. 1 DESTROY when related returns are destroyed.</td>
<td>New</td>
<td>NAR-58-80-6 Item 93</td>
</tr>
<tr>
<td>93.</td>
<td>Old Sub-Item (5) has been deleted.</td>
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