

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. N1-58-88-6

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

DATE RECEIVED 9-30-88

1. FROM (Agency or establishment)
DEPARTMENT OF THE TREASURY

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
INTERNAL REVENUE SERVICE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION
FACILITIES & INFORMATION MANAGEMENT SUPPORT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
**ANTHONY B. CINCOTTA; HR:F:S:R
RECORDS ADMINISTRATION** *ABC*

5. TELEPHONE EXT. **535-9874**

DATE 4/27/89

ARCHIVIST OF THE UNITED STATES *[Signature]*

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 TWO 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.

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|---------------------------|--|--|
| B. DATE <u>8/26/88</u> | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan E. Heine</i> | D. TITLE CHIEF, RECORDS ADMINISTRATION |
|---------------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1. | <p>The records covered by this Request (Records Control Schedule 204) are created and maintained by the Collection Activity in all district offices and subordinate field offices pertaining to the receipt and transmittal of tax returns and documents received in the district offices.</p> <p><u>Routine Reference Files.</u> Documents (not covered elsewhere in this Schedule) used to facilitate and control work in progress, such as job or project control records, status cards, routing slips, work processing sheets, and other work papers.</p> <p>(1) <u>DESTROY</u> when work is completed, or after information is transferred to a more permanent form, or when no longer needed for operating purposes.</p> | NEW ITEM | |
| 2. | <p><u>Installment Agreement Accounts List.</u></p> <p>(1) <u>DESTROY</u> 1 year after the end of the processing year.</p> | NEW ITEM | |
| 3. | <p><u>Certificates of Settlement of Accounts of Accountable Officers, Statements of Differences, and Related Papers.</u></p> <p>(1) Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</p> <p>(a) <u>DESTROY</u> 2 years after date of settlement, providing certificate is cleared.</p> | NEW ITEM | |
| 4. | <p><u>Taxpayer Service Program Reports</u> (not covered elsewhere in</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO.

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| | <p>this Schedule.</p> <p>(1) <u>DESTROY</u> 2 years after end of the reporting year.</p> | | |
| 5. | <p><u>Notice of Transfer of Out-of-District Returns prepared in connection with returns received with remittances.</u></p> <p>(1) <u>DESTROY</u> 1 year after end of the processing year.</p> | NEW ITEM | |
| 6. | <p><u>Public Inspection Files of Returns of Organizations or Fiduciaries Exempt from Income Tax. Forms 990-A, Return of Organization Exempt from Income Tax, and 1041-A, U.S. Information Return on Trust Accumulation of Charitable, etc., amounts, which constitute a public inspection record and maintained from the "return" portion of these forms.</u></p> <p>(1) <u>DESTROY</u> 4 years after end of processing year.</p> | NEW ITEM | |
| 7. | <p><u>Applications for Exemption and Registry. Applications for exemptions from tax responsibilities and regulations applying to restricted or specially controlled businesses.</u></p> <p>(1) <u>DESTROY</u> 5 years after end of processing year.</p> | NEW ITEM | |