REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO  NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
    WASHINGTON, DC 20408

1 FROM (Agency or establishment)
    DEPARTMENT OF THE TREASURY

2 MAJOR SUBDIVISION
    INTERNAL REVENUE SERVICE

3 MINOR SUBDIVISION
    Assistant Commissioner (Collection)

4 NAME OF PERSON WITH WHOM TO CONFER
    Anthony B. Cincotta

5 TELEPHONE
    Records Management HR:FS:R 535-3936

6 AGENCY CERTIFICATION

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 ___ 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,

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE
  7/1/94  Anthony B. Cincotta  Chief, Protective Programs and Records Management

7. ITEM NO.  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Records Control Schedule (RCS) 204 for the Servicewide Collection function,

The attached Records Control Schedule (RCS) 204 covers a description of all records and disposition authorizations for administering the Servicewide Collection function. This schedule also includes all records associated with the receipt and transmittal of tax returns and taxpayer-related documents received in the district Collection Office; the deposit of tax remittances received; and the collection of delinquent accounts and securing of delinquent returns. However, this schedule does not include the Collection's function's records kept by Internal Revenue Service Centers.

Attachment
<table>
<thead>
<tr>
<th>RCS NO.</th>
<th>DESCRIPTION OF RECORDS</th>
<th>AUTHORIZED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 44</td>
<td>Certificates of Discharge, Non-Attachment and Subordination; Notices of Non-Judicial Sale and Redemption Cases. (Job No. NC1-58-83-6, Item 36)</td>
<td>DESTROY 2 years after case is closed.</td>
</tr>
<tr>
<td>2. 46</td>
<td>Record of Seizure and Sale of Real Estate, Record 21. (Job No. N1-58-90-3, Item 46) These records also include Form 2434-B, Notice of Encumbrances Against or Interests in Property Offered for Sale.</td>
<td>DISPOSAL NOT AUTHORIZED.</td>
</tr>
<tr>
<td>3. 47</td>
<td>Records of Seizure and Sale of Property.</td>
<td>DESTROY 2 years after closed or after redemption period expires, if applicable. (If the United States Government acquired the property, destroy 2 years after the final disposition.)</td>
</tr>
<tr>
<td>4. 52</td>
<td>Daily Transaction Registers (DTR’s). (Job No. NC1-58-79-5, Item 19) Computer printout used to post transactions to Taxpayer Delinquency Accounts and investigations assigned to Revenue Officers.</td>
<td>DESTROY after posting.</td>
</tr>
</tbody>
</table>