				
REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only)	
			JOB NUMBER 11.58.95 -4	
(See Instructions on reverse)				
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			DATE RECEIVED 5-30-95	
WASHINGTON, DC 20408				
1 FROM (Agency or establishment)			NOTIFICATION TO AGENCY	
DEPARTMENT OF THE TREASURY			In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION				
INTERNAL REVENUE SERVICE				
3 MINOR SUBDIVISION				
Martinsburg Computing Center			not approved or withdrawn in column to	
Martinsburg Computing Center 4. NAME OF PERSON WITH WHOM TO CO	NFER 5. TELEPHONE		DATE ARCHIVIST OF THE UNITED STATES	
Anthony B. Cincotta		ľ	III MARILIA	
Records Management Program	(202) 535-3936	ı	1-26-96/0H2W. Cal	
6 AGENCY CERTIFICATION				
I nereby certify that I am authorized to	act for this agency in ma	atters p	pertaining to the disposition of its records ge(s) are not now needed for the business cified; and that written concurrence from the GAO Manual for Guidance of Federal	
and that the records proposed for dispersion of this according to the monday of	osal on the attached <u>5</u>	page	ge(s) are not now needed for the business	
of this agency of will not be needed at	the provisions of Title	is speci	cified; and that written concurrence from	
A congress	the provisions of Title	o or the	ie GAO Manual for Guidance of Federal	
Agencies,	_			
is not required; is attached; or			has been requested.	
DATE SIGNATURE OF AGENCY	V REPRESENTATIVE	TITLE	•	
diality is only of the city	. HEI HEGENINITE		ef, Facilities Systems Management	
5/22/95 Bother Delars	ulal	Offic	3	
~		U.1.1(LCE	

7	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR	10 ACTION
ITEM		SUPERSEDED	TAKEN (NARA
NO		JOB CITATION	USE ONLY)
	Records Control Schedule 117 for the Martinsburg Computing Center (MCC) The attached Records Control Schedule 117 covers a description of records and disposition authorizations for administering the Martinsburg Computing Center. These records are either created by the MCC or submitted to it as input documents for use in the performance of the Martinsburg Computing Center. The records fall into major groups which represent the following administrative and program functions: (a) Records pertaining to the overall administration and operation of MCC; (b) Computer processing records; (c) Information returns processing; and (d) Magnetic media management records See attachment for description of records and proposed dispositions.		

115-109

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

Copy to Agency

JAN 3 | 1996 MAN NOT

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

AUTHORIZED DISPOSITION

ADMINISTRATIVE RECORDS

- Correspondence Files. (NEW ITEM)
- (a) Internal or intra-office.

Correspondence and records relating to the administrative or housekeeping functions of an office.

(b) Interoffice.

Correspondence between the key district offices and the regional or National Office covering program activities involving policy, procedures, rulings, decisions, etc., not made part of a specific case.

(c) External.

Correspondence with the public, Congress and Government activities pertaining to inquiries, complaints, or requests for general information on tax matters and responses to them. **DESTROY** two years after the end of the year.

DESTROY two years after the end of the year.

DESTROY two years after the end of the year.

AUTHORIZED DISPOSITION

2. <u>Data Control and Accounting Records.</u> (Job No. NC1-58-76-8, Item 22)

Records; Console typeouts; Accounting Control Ledgers, Input Ledgers; Irregularity Checklists; Adjustment Vouchers with backup material and ledgers; ZIP Location Code Ledgers and listings; Auditing PQD Ledgers and listings; Input Transcription Sheets; Questionable Transcripts files; Rejected Transactions files; Systems Acceptability and Parallel Testing materials and other documents which form a part of the audit trail of data flow into, through and out of MCC processing systems.

DESTROY one year after the end of the processing year.

(2) Reciprocal Accounting Records;
Master File and Service Center general
ledger reconciliations; Reciprocal
Accounting Control Records; Revenue
Receipts Control Ledgers and other
documents pertaining to the reconciliation
of the general ledger accounts in the
service centers with the money balances
of the master files maintained on
magnetic tape at MCC.

DESTROY one year after the end of the processing year.

(3) Card files, tickler files and other types of files used to record action taken and control workflow.

DESTROY one year after the end of the processing year.

(4) Microfilm Replacement System (MRS) Chargeouts. These chargeouts are used in describing the input and output for MRS processing.

DESTROY after six months.

AUTHORIZED DISPOSITION

3. Machine Logs and Related Documents.
(Job No. NC1-58-76-8, Item 23)

(1) Machine Utilization Reports.

DESTROY after three years.

Computer performance and utilization reports which provide a record of machine use for each project run.

(2) Machine, Rerun, and Microfilm Edit Board Logs.

DESTROY after one year.

Operational logs which provide a record of machine use and availability.

4. System Management Records. (Job No. NC1-58-76-8, Item 26)

Records, reports and memoranda not included in Programming Maintenance Records.

DESTROY one year after superseded or when no longer needed in current operations.

AUTHORIZED DISPOSITION

INFORMATION RETURNS PROCESSING AND MAGNETIC MEDIA MANAGEMENT RECORDS

5. <u>CTW-01 (1042s) completed jobs.</u> (NEW ITEM)

DESTROY three years after the end of the processing year.

6. CTW-06 (1042s) completed jobs. (NEW ITEM)

DESTROY three years after the end of the processing year.

7. <u>ATM-01 (Allocated Tips)</u>
completed jobs.
(NEW ITEM)

DESTROY three years after the end of the processing year.

8. QWF-01 (Questionable W4's) completed jobs.
(NEW ITEM)

DESTROY three years after the end of the processing year.

9. Transmittal of Magnetic Tape Form W-4; Form 6466; and Continuation Form 6467.
(NEW ITEM)

DESTROY three years after the end of the processing year.

10. Incoming media chargeouts, acknowledgments, finished processing, unable to process and test transmittals.
(NEW ITEM)

DESTROY one year after the end of the processing year.

11. Waiver Requests (approved and denied), Extension of Time
Requests (Forms 8508 and 8809),
Penalty Research Documents, Bad
Payer Report, and associated
correspondence.
(NEW ITEM)

DESTROY three years after the end of the processing year.

AUTHORIZED DISPOSITION

12. <u>Transmittal of Information Returns</u>
reported on Magnetic Media, Form
4804, and Continuation Sheet,
Form 4802.
(NEW ITEM)

DESTROY three years after the end of the processing year.

13. Application for Filing Information
Returns on Magnetic Media (Form
4419).
(NEW ITEM)

Application on which an organization requests permission to file information returns on magnetic tape.

DESTROY one year after the end of the processing year.

14. Consent for the Internal Revenue
Service to Release Tax Information
(Form 6847).
(NEW ITEM)

This form is completed to release information returns (Forms 1087 and 1099) that were furnished on magnetic media to State tax agencies. Form will be used by organizations filing returns on magnetic media in the Combined Federal/State Information Returns Reporting Program. (Annual Accumulation 1.5 cubic feet.)

DISPOSAL NOT AUTHORIZED.