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  
Martinsburg Computing Center

4  NAME OF PERSON WITH WHOM TO CONFER  
5  TELEPHONE  
Anthony B. Cincotta  
Records Management Program  
(202)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 5 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  
5/22/95  Bobbi DeCarmine  Chief, Facilities Systems Management Office

7  ITEM NO  8  DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  9  GRS OR SUPERSEDED JOB CITATION  10  ACTION TAKEN (NARA USE ONLY)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.
1. **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.**

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*Records Control Schedule 117 for the Martinsburg Computing Center (MCC)*
### DESCRIPTION OF RECORDS

2. **Data Control and Accounting Records.**
   (Job No. NC1-58-76-8, Item 22)

1. **Computer Processing Audit Trail Records:**
   - Console typeouts
   - Accounting Control Ledgers
   - Input Ledgers
   - Irregularity Checklists
   - Adjustment Vouchers with backup material and ledgers
   - ZIP Location Code Ledgers and listings
   - Auditing PUD 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.

2. **Reciprocal Accounting Records:**
   - Master File and Service Center general ledger reconciliations
   - Reciprocal Accounting Control Records
   - Revenue Receipts Control Ledgers
   - 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.

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

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

### AUTHORIZED DISPOSITION

- **DESTROY** one year after the end of the processing year.

- **DESTROY** one year after the end of the processing year.

- **DESTROY** one year after the end of the processing year.

- **DESTROY** after six months.

*Records Control Schedule 117 for the Martinsburg Computing Center (MCC)*
### DESCRIPTION OF RECORDS

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
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</table>
| 3.  | **Machine Logs and Related Documents.**  
(Job No. NC1-58-76-8, Item 23) |
|     | (1) Machine Utilization Reports.  
Computer performance and utilization reports which provide a record of machine use for each project run.  
(DESTROY after three years.) |
|     | (2) Machine, Rerun, and Microfilm Edit Board Logs.  
Operational logs which provide a record of machine use and availability.  
(DESTROY after one year.) |

| 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.) |

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*Records Control Schedule 117 for the Martinsburg Computing Center (MCC)*
<table>
<thead>
<tr>
<th>DESCRIPTION OF RECORDS</th>
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<tbody>
<tr>
<td>INFORMATION RETURNS PROCESSING AND MAGNETIC MEDIA MANAGEMENT RECORDS</td>
<td></td>
</tr>
<tr>
<td>5. <strong>CTW-01 (1042s) completed jobs.</strong>&lt;br&gt;(NEW ITEM)</td>
<td>DESTROY three years after the end of the processing year.</td>
</tr>
<tr>
<td>6. <strong>CTW-06 (1042s) completed jobs.</strong>&lt;br&gt;(NEW ITEM)</td>
<td>DESTROY three years after the end of the processing year.</td>
</tr>
<tr>
<td>7. <strong>ATM-01 (Allocated Tips) completed jobs.</strong>&lt;br&gt;(NEW ITEM)</td>
<td>DESTROY three years after the end of the processing year.</td>
</tr>
<tr>
<td>8. <strong>QWF-01 (Questionable W4’s) completed jobs.</strong>&lt;br&gt;(NEW ITEM)</td>
<td>DESTROY three years after the end of the processing year.</td>
</tr>
<tr>
<td>9. <strong>Transmittal of Magnetic Tape Form W-4: Form 6466; and Continuation Form 6467.</strong>&lt;br&gt;(NEW ITEM)</td>
<td>DESTROY three years after the end of the processing year.</td>
</tr>
<tr>
<td>10. <strong>Incoming media chargeouts, acknowledgments, finished processing, unable to process and test transmittals.</strong>&lt;br&gt;(NEW ITEM)</td>
<td>DESTROY one year after the end of the processing year.</td>
</tr>
<tr>
<td>11. <strong>Waiver Requests (approved and denied), Extension of Time Requests (Forms 8508 and 8809), Penalty Research Documents, Bad Payer Report, and associated correspondence.</strong>&lt;br&gt;(NEW ITEM)</td>
<td>DESTROY three years after the end of the processing year.</td>
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<td>12. Transmittal of Information Returns reported on Magnetic Media, Form 4804, and Continuation Sheet, Form 4802. (NEW ITEM)</td>
<td>DESTROY three years after the end of the processing year.</td>
</tr>
<tr>
<td>13. Application for Filing Information Returns on Magnetic Media (Form 4419). (NEW ITEM)</td>
<td>DESTROY one year after the end of the processing year.</td>
</tr>
<tr>
<td>Application on which an organization requests permission to file information returns on magnetic tape.</td>
<td></td>
</tr>
<tr>
<td>14. Consent for the Internal Revenue Service to Release Tax Information (Form 6847). (NEW ITEM)</td>
<td>DISPOSAL NOT AUTHORIZED.</td>
</tr>
<tr>
<td>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.)</td>
<td></td>
</tr>
</tbody>
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