

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only) JOB NUMBER <u>NI-058-96-5</u>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <u>7-5-96</u>	
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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Facilities Systems Management Office			
4. NAME OF PERSON WITH WHOM TO CONFER Anthony B. Cincotta Records Management Team	5. TELEPHONE 535-3936	DATE <u>7/12/96</u>	BY ARCHIVIST OF THE UNITED STATES <i>James S. Moore</i>

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 2 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 <u>6/18/96</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bobbie DeCarman</i>	TITLE IRS Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 212 for Regional Commissioner, and Director of Support Services (DSS) (See Attachment)		

SEP 13 1996 *MMW* Copy to: Agency
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>Forms W-3, W-2 and W-2P, Document Image Microfilm</u></p> <p>Microfilm images of paper Forms W-3, W-2 and W-2P filed with the Social Security Administration (SSA). Each image contains a Microfilm Sequence Number (MSN). The microfilm is in MSN order. It is produced by SSA and furnished to the Internal Revenue Service (IRS).</p> <p>DESTROY 10 years after the end of the processing year.</p>	(Job No. N1-58-92, Item 1)	
2.	<p><u>Forms W-3, W-2 and W-2P, Computer Output Microfilm (COM)</u></p> <p>Microfilm images of computerized data from Forms W- W-2, and W-2P filed via magnetic media with SSA. These records contain the same information as the Forms W-3, W-2 and W-2P Document Image Microfilm. Each image contains an MSN. The microfilm is in MSN order. It is produced by the SSA and furnished to the IRS.</p> <p>DESTROY 10 years after the end of the processing year.</p>	(Job No. N1-58-92, Item 2)	
3.	<p><u>Combined Annual Wage Reporting (CAWR) Tax Identification Number (TIN) Register (TINDEX) and CAWR W-2 TIN Register Supplement</u></p> <p>A microfilm index of all employees for whom Forms W-2 and W-2P were filed with SSA and whose records were not dropped from IRS processing. The TINDEX lists the taxpayer by SSN, MSN and employer's EIN. The TINDEX is an annual index in SSN order to reference the MSN. It is produced by IRS.</p> <p>DESTROY 10 years after the end of the processing year.</p>	(Job No. N1-58-92, Item 4)	
4.	<p><u>Report Employer Listing (REL).</u></p> <p>A microfilm index of all employers filing Forms W-3, W-2 and W-2P with SSA. The REL is an annual index in EIN order to reference the MSN. The REL is produced by SSA and furnished to the IRS.</p> <p>DESTROY 10 years after the end of the processing year.</p>	(Job No. N1-58-92, Item 5)	