**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*See instructions on reverse*

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, D.C. 20408

1 **FROM (Agency or establishment)**  
Department of the Treasury

2 **MAJOR SUBDIVISION**  
Internal Revenue Service

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

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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;  
- has been requested.

**DATE**  
10-10-96  
**SIGNATURE OF AGENCY REPRESENTATIVE**  
Anthony B. Cincotta

**TITLE** (Acting)  
IRS Records Officer

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

Records Control Schedule 204 for the Servicewide Collection Function

This Schedule covers a description of all records and disposition authorizations for administering the Servicewide Collection function. These include all records associated with the receipt and transmittal of tax returns and taxpayer related documents received in the district Collection; the deposit of tax remittances received; and the collection of delinquent returns.

(See attached "Continuation Sheet.")
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Closed Taxpayer Delinquent Accounts (TDA's) and Taxpayer Delinquency Investigations (TDI's-TYD-14).</td>
<td>N1-58-90-3, Item 41</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Request for IDRS-Generated Refund (IGR), Form 5792 (Part 3).</td>
<td>DESTROY when no longer needed in current operations.</td>
<td></td>
</tr>
</tbody>
</table>