

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only) JOB NUMBER NI-58-98-11	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5-1-98	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Sandra J. Myers	5. TELEPHONE 202-535-3936	DATE 11/08/98	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 ____ 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,		
X is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 4/23/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE IRS Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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 206 for Service Centers The records covered by this request for Records Control Schedule 206 for IRS Service Center are created and maintained in the Service Centers in carrying out their functions pertaining to revenue collection and accounting; processing, analysis and disposition of tax returns, tax information and documents and related records; mailing of tax forms, transcription of statistical information and preparation of special reports.		

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1 (existing item 168(3))	<p>All other Posting, Payment and Adjustment Documents (other than original tax returns) include, but are not limited to, Payment Vouchers (Forms 940-V, 942-V; 943-V, 1040-V, and 2290-V).</p> <p>Disposition: Retire to the Federal Records Center beginning July 1, 18 months after the end of the processing year. Destroy 5 years after the end of the processing year.</p> <p>Note: These forms were previously covered under Item No. 163. The description of Item No. 163 will be revised to delete the word "vouchers."</p>		