

REQUEST FOR RECORD DISPOSITION AUTHORITY (See instructions on reverse)		LE. 3LA (NARA use only) JOB NUMBER <i>NI-58-98-12</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5-1-98</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Service Centers			
4. NAME OF PERSON WITH WHOM TO CONFER Allen Szott	5. TELEPHONE 535-3936x3047	DATE <i>4-23-98</i>	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,

is not required; is attached; or has been requested.

DATE <i>4/23/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bobue DeLarmine</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>RECORDS CONTROL SCHEDULE (RCS) 206 FOR SERVICE CENTERS.</p> <p>The records covered by this request for Records Control Schedule 206 for IRS Service Centers are created and maintained in the 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.</p>		

APR 30 1999 *mtr* copies: *Agency NR*

Item No.	Description of Records	Proposed Disposition
1. New Item	Form 8697, Interest Computation under Look Back Method for Computing Long-Term Contract	Retire to the FRC 1 year after end of the processing year. Destroy 5 years after end of processing year.
2. New Item	Election to Include Stock in Gross Income Pursuant to Section 83(b). Note: Maintain in an alphabetical drop file by year.	Retire to the FRC 1 year after December 31 of the year of receipt. Destroy 6 years after December 31 of the year of receipt.
3. New Item	Automated Non-Masterfile Output used as accounting work records.	
	A. All ANMF Recaps	Destroy one year after the end of the processing year.
	B. Trial Balances	Destroy two years after the end of the processing year.
	C. Block Listings	Destroy 60 days after month end balancing is completed.
	D. Cycle Proof Listings/NMF Postings for the Month	Destroy one year after the end of the processing year.
	E. Error Registers and Block-Out-Of-Balance Report	Destroy one year after end of the processing year.
	F. Unpostable and Nullified Unpostable Listings	Destroy two years after end of the processing year.
	G. All other output used as accounting work records	Destroy after month end balancing is completed or at the end of the processing year, whichever is sooner.
4. New Item	Private Activity Tax Exempt Bond Records (Form 8038 family and related records)	Retire to the FRC three years after processing year. Destroy 20 years after processing year.

Item No.	Description of Records	Proposed Disposition
5. New Item	Low Income Housing Credit Records, including Forms 8609, 8610, 8693, 8823 and related records.	Retire to the FRC 3 years after the processing year. Destroy 20 years after processing year.
6. New Item	IDRS Transaction Records, including Form 5147 and related records <i>(use RCS 22/item 270)</i>	Retire to the FRC 6 months after end of the processing year. Destroy 5 years after end of processing year.
7. New Item	Files Reference List--List of all DLNs secured for CSED extract by list year.	Destroy 4 years after list is created.
8. New Item	Form 5792 Request for IDRS Generated Refund	Retire to the FRC beginning July 1, 18 months after the end of the processing year. Destroy five years after the end of the processing year.
9. New Item	Form 3753, Manual Generated Refund. <i>(Supersede RCS 22/item 163 (1) for this form only)</i>	Retire to the FRC beginning July 1, 18 months after the end of the processing year. Destroy 5 years after the end of the processing year.
10. New Item	Fingerprint Card, FS-258	Destroy 3 years after participant is removed from the program.
11. New Item	Form 966, Corporation Dissolution or Liquidation	Retire to the FRC 6 months after the end of the processing year. Destroy 5 years after the end of the processing year.
12. New Item	Form 8851, Medical Savings Account (Philadelphia SC Only).	Destroy 3 years after the processing year.

WITHDRAWN

Item No.	Description of Records	Proposed Disposition
13. New Item	Cycle Proof Listing (existing item 104).	
	A. Paper Records	Destroy 1 year after the end of the processing year.[†]
	B. Electronic Records	Destroy 2 years after end of the processing year.
14. New Item	Form 8752, Required Payment or Refund Under Section 7519	Retire to FRC 18 months after end of the processing year. Destroy 7 years after end of the processing year.

[†]Stricken text indicates disposition has not changed.