

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>OCT 23 1974</b>	JOB NO. <b>NC - 58-75 - 3</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>12-19-74</i> Date <i>acting</i> <i>Walter Roberts Jr.</i> Archivist of the United States	

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Treasury Department
2. MAJOR SUBDIVISION  
Internal Revenue Service
3. MINOR SUBDIVISION  
Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ross H. Thomson

5. TEL. EXT.  
184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*10/18/74* (Date) *[Signature]* (Signature of Agency Representative) **Records, Mail & Transportation  
- Management** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	The records covered by Records Control Schedule 112, IRS Data Center, are created by the Center or submitted to the Center as input documents for use in the performance of the mission of the IRS Data Center.		
1.	Individual authorization card and record of payroll allotments (such as Treasury Department Form 2254). <ul style="list-style-type: none"> <li>a. Where record of bond deductions is maintained on earning record card. DISPOSE when superseded by new card or on transfer or separation of employee, whichever is earlier.</li> <li>b. Where record of bond deduction is not maintained elsewhere. DISPOSE 1 year after close of file. (Remove to inactive file when superseded or upon transfer or separation).</li> </ul>		
2.	Administrative reports and data relating to payroll operations and pay administration. <ul style="list-style-type: none"> <li>a. Reports and data used for workload and personnel management purposes. DISPOSE after one year.</li> <li>b. All other reports and data. DISPOSE after 2 years.</li> </ul>		
3.	Withholding tax exemption certificates (such as Treasury Department Form W-4). DISPOSE 2 years after card is superseded or obsolete.		

*Copy to Agency 12/31/74*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	Returns on income taxes withheld (such as Treasury Department Form W-2). DISPOSE after 2 years.		
5.	Reports of withheld Federal taxes and related papers (including records relating to income and social security taxes). DISPOSE after 2 years.		
6.	Retirement reports and registers. DISPOSE after 2 years.		
7.	Reports of insurance deductions and related papers including copies of vouchers and schedules of payment. DISPOSE after 2 years.		
8.	Levy and garnishment records, including official notice of levy or garnishment, change slips, workpapers and correspondence relating to charge against retirement funds or attachment of salary for payment of back income tax or for other debts of Federal employees. DISPOSE after 2 years.		