REQUEST FOR RECORDS DISPOSITION AUTHORITY

SEE INSTRUCTIONS ON REVERSE

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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
   Roy M. Shiflett

5. TEL. EXT.
   376-0593

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.

☐ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
   4-8-77

D. SIGNATURE OF AGENCY REPRESENTATIVE
   Ross Thompson

E. TITLE
   Program Manager, Records Management

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

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<th>ITEM NO.</th>
<th>PROGRAM</th>
<th>ACTION TAKEN</th>
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<tr>
<td>1. DISPOSE or RETAIN, as appropriate, when related income tax returns are destroyed or retired.</td>
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<tr>
<td>1. RESIDUE of Information Returns and Documents not associated with</td>
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The records covered by this request (Records Control Schedule 206) are created or maintained in Internal Revenue Service Centers in carrying out their functions pertaining to revenue collecting and accounting; processing, analysis, and disposition of tax returns, tax information documents and related records; mailing of tax forms, transcription of statistical information, and preparation of special reports.

1. Information Returns and Related Documents. Submitted by domestic and foreign firms to advise the names, amounts and types of income other than salary, paid to individuals.

   (1) Domestic Filed.

      (a) Associated with income tax returns.

      1. DISPOSE or RETAIN, as appropriate, when related income tax returns are destroyed or retired.

      (b) Residue of Information Returns and Documents not associated with
related income tax returns.

1. DISPOSE of selected sample 60 days after data has been converted to magnetic tape, the tape verified and sent to National Computer Center (NCC).

2. DISPOSE of nonselected documents after sample has been selected but not earlier than June 30 of current processing year.

(2) Foreign Filed.

(a) Associated with income tax returns.

1. DISPOSE or RETAIN, as appropriate, when related income tax returns are destroyed or retired.

(b) Residue of Information Returns and Documents not associated with related income tax returns.

1. DISPOSE 4 years after processing or conversion to magnetic tape.

2. RETIRE to FRC 60 days after processing or conversion to magnetic tape.