

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1 58 77 4
DATE RECEIVED	11 APR 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-19-77 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4-8-77	<i>Ross Thomson</i>	Program Manager, Records Management

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>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.</p> <p><u>Information Returns and Related Documents.</u> Submitted by domestic and foreign firms to advise the names, amounts and types of income other than salary, paid to individuals.</p> <p>(1) Domestic Filed.</p> <p>(a) Associated with income tax returns.</p> <p>1. DISPOSE or RETAIN, as appropriate, when related income tax returns are destroyed or retired.</p> <p>(b) Residue of Information Returns and Documents not associated with</p>	<p>Change to Item No. 8 NC1-58-76-9 Item No. 85 RCS-206</p>	

Request for Records Disposition Authority - Continuation	JOB NO.	PAGE OF 2	
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	<p>related income tax returns.</p> <ol style="list-style-type: none"> <li>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).</li> <li>2. DISPOSE of nonselected documents after sample has been selected but not earlier than June 30 of current processing year.</li> </ol> <p>(2) Foreign Filed.</p> <ol style="list-style-type: none"> <li>(a) Associated with income tax returns.               <ol style="list-style-type: none"> <li>1. DISPOSE or RETAIN, as appropriate, when related income tax returns are destroyed or retired.</li> </ol> </li> <li>(b) Residue of Information Returns and Documents not associated with related income tax returns.               <ol style="list-style-type: none"> <li>1. DISPOSE 4 years after processing or conversion to magnetic tape.</li> <li>2. RETIRE to FRC 60 days after processing or conversion to magnetic tape.</li> </ol> </li> </ol>		