

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

| | |
|--|--------------------------------|
| LEAVE BLANK | |
| JOB NO | |
| NC 1 58 77 | 6 |
| DATE RECEIVED | |
| 25 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 4-28-77 | <i>James B. Chade</i> |
| Date | Archivist of the United States |

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 1 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 |
| 4/19/77 | <i>Ross H. Thomson</i> | Program Manager, Records Management Program |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|--------------------------|------------------|
| 1. | 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. <u>Federal Tax Deposit (FTD) Forms or equivalent documents.</u> Used by taxpayers to deposit Federal Taxes with a commercial bank, Depository for Federal Taxes, or with a Federal Reserve Bank. | NN-169-22 (cpy atchd) | |
| | (1) FTD Forms or equivalent documents (Hard Copy). (a) DISPOSE 90 days after microfilming and films verified correct. | | |
| | (2) Research Microfilm. (a) DISPOSE 3 years after list year. | | |
| | (3) Record Microfilm. (a) DISPOSE 3 years after list year. (b) RETIRE to Federal Records Center 90 days after creation and verification. | | |

*Copies sent to Agency
 and all PKCs made per NCP, NCPA.
 dist plus 5/21/77 3 items*