

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI 50 78 4	
DATE RECEIVED 6 APR 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-30-78</i> Date	<i>[Signature]</i> 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 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 6 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 4/4/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Russ H. Thomson</i>	E. TITLE Program Manager, Records Management Program
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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 this request (Records Control Schedule 206) are created or maintained in Internal Revenue Service Centers in carrying out their functions pertaining to revenue collection 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.		
RCS-206: 20.	<u>Quality Review Forms, Reports and Records.</u> (1) Forms 3926 and 4687. (a) DISPOSE at end of current quarter, plus one year. (2) Weekly Summary Report, Weekly Unit/Group Report, and Periodic Defect Frequency List. (a) DISPOSE of weekly listings at end of current quarter, plus one quarter. (b) DISPOSE of quarterly listing at end of current quarter, plus two years.	NCI-58-77-2 3-3-77	

115/107
*Sent to agency, all FCC's, NCI, NNF 52 items
6/2/78*

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
20. (Cont'd)	(3) Individual Review Validation (IRV) and Alpha Individual Review Validation Listings. (a) DISPOSE at end of current quarter, plus one year. (4) Sample Control and Error Logs. (a) DISPOSE at end of current quarter, plus two years. (5) Forms 3926, 3927 Invalid Data Listings. (a) DISPOSE after corrections post. (6) Selected Cum Records and Master ID File. (a) DISPOSE old one when new one is printed. (7) DDES or Keypunch Input Forms 3927 and 3927A. (a) DISPOSE after data has posted to the Master ID and Cum Data File. (b) Other DDES or Keypunch Quality Review Input Documents can generally be disposed of after the data posts. (8) Quality Review Index. (a) DISPOSE after review is completed.		
47.	Sub Item (3) ^a (7) disposition changed from 2 years to 3 years; <i>Sub Item (4)(a) disposition changed from 2 years to 1 year; new Sub Item (7) added.</i>	NC1-58-76-9 (Item 32)	
48.	Deleted, reserved for future use.	NC1-58-76-9 (Item 7)	
56.	Cut-off and disposal changed.	NC1-58-78-1 (Item 1)	
57.	Disposition instructions revised and clarified.	NN-168-16 (Item 1)	
58.	Title changed and clarified. (Formerly RCS-204 item)		
65.	Language clarified. (Formerly RCS-204 item)		
66.	Deleted, reserved for future use. Schedule A (Form 940) is no longer used.	NN-173-152 (Item 10)	

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72.	Deleted, reserved for future use.	NN-170-16 (Item 43)	
86.	Title changed and clarified. (Formerly Item 126 RCS-204)		
89.	<p><u>Liquor Tax Assessment Work Sheet (Enforcement)</u>. Used to determine rate of tax and amount of tax and penalties in enforcement cases.</p> <p>(1) DISPOSE 7 years after end of processing year.</p> <p>(2) RETIRE to Federal Records Center 1 year after end of processing year.</p>	New Item	
90.	Title changed, language clarified and reference to forms deleted.	NN-170-16 (Item 61)	
101.	Changed to include Microfilm Operation.	NN-170-16 (Item 54)	
117.	Disposition changed from 2 years to 4 years and provisions to retire to Federal Records Center added.	NN-170-16 (Item 62)	
118.	<p>Disposition Instructions revised and clarified.</p> <p><u>Document Register - Block and Selection Record</u>. Used to establish and maintain control of documents (block listings) for returns and related documents.</p> <p>(1) Document Register (Form 813). Identifies documents with remittance and those without remittance for assessment.</p> <p>(a) Master File.</p> <p>1. Original copy.</p> <p>a. DISPOSE when related returns are destroyed.</p> <p>2. Duplicate copy.</p> <p>a. DISPOSE two years after end of processing year.</p>	?	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
118. (Cont'd)	(b) Non-Master File. 1. Original copy. a. DISPOSE when related returns are destroyed. 2. Duplicate copy. a. DISPOSE 30 years after end of processing year. b. RETIRE to Federal Records Center 2 years after end of processing year. (2) <u>Block and Selection Record (Form 1332)</u> . Identifies returns and related documents without remittance. (a) Original copy. 1. DISPOSE when related returns are destroyed. (b) Duplicate copy. Used to transmit SS-4 Forms. 1. DISPOSE when related SS-4 Forms are destroyed.		
124.	Disposition instructions revised and clarified.	NC1-58-76-9 (Item 12)	
145.	Deleted. Item now covered by New FTD Section (Item 327).	NC1-58-77-6 (Item 1)	
146.	Disposition changed from 3 years to 10 years for tickets marked ("Bonds"). (Formerly Item 181 RCS-204)		
186.	Title changed and clarified.	NN-170-16 (Item 100)	
205.	Language clarified.	NC1-58-76-9 (Item 24)	
213.	Title changed and sub-item added to cover disposition for duplicate copies.	NN-170-16 (Item 112)	
214.	Title to sub-item 1 changed and sub-item 2 added for disposition of duplicate copies.	NN-170-16 (Item 112)	
215.	Form 4638 added to the narrative.	NN-170-16 (Item 113)	

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216.	Deleted. Item covered by the New FTD Section Item 328. Reserve for future use.	NC1-58-77-6 (Item 1)	
219.	Language clarified.	NN-170-16 (Item 114)	
220.	Item changed to include Tax Preparers.	NN-170-16 (Item 220)	
221.	Old item pertaining to SCRIP Monthly Audit Run 715:50, Controls of Information shipped to Data Center, deleted. New item for Annual List of Income Tax Preparers (Form 5717) added.	NC1-58-76-9 (Item 27)	
223.	New item for Employee Plans Master File (EPMF) Name Directory.		
224.	New item for Employee Plans Master File (EPMF) Taxpayer Index.		
225.	New item for Employee Plans Master File (EPMF) Removed Accounts Index Record.		
226.	New item for Control Record List and Summary (EPMF).		
227.	New item for Glock Completions List (EPMF).		
228.	New item for Suspense Release List and Summary (EPMF).		
242.	Narrative changed.	NC-174-162 (Item 11)	
245.	New item for Special Activity Report (IDRS).		
246.	New item for Command Code Usage Report (IDRS).		
254.	Narrative clarified and disposition changed from 10 years to 6 years.	NC1-58-76-9 (Item 40)	
255.	Disposition changed from 5 years to 2 years.	NC1-58-76-9 (Item 25)	
256.	Deleted the 60 days requirement in the disposition.	NC-174-162 (Item 24)	
257.	Deleted the 60 days requirement in the disposition.	NC-174-162 (Item 25)	

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259.	Disposition changed from 10 years to 6 years.	NC1-58-76-9 (Item 26)	
260.	Narrative clarified and disposition changed from 5 years to dispose after new copy is received.	NC1-58-76-9 (Item 35)	
261.	Disposition changed from 5 years to dispose after new copy is received.	NC1-58-76-9 (Item 36)	
271.	New item for Master Record of Employee Numbers (IDRS)		
272.	New item for Unit Command Code Profile Report (IDRS)		
273.	New item for Dishonored Check Records Dropped From the File.		
274.	New item for Dishonored Check File Analysis.		
275.	New item for Dishonored Checks (15 day listing).		
300 THRU 327	Previously approved.	NC1-58-77-13	
328.	Formally item 216, transferred to new FTD Section, Narrative clarified.	NC1-58-77-6 (Item 1)	
329.	New item to cover FTD N.C.C Confirmations (Form 3824).		
350 THRU 369	New Section added to RCS-206 to cover Audit Information Management Systems (AIMS). Replaces Audit's System for Controlling Returns in Inventory and Production (SCRIP).		