

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

*Received 11 Mar 80*

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**

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JOB NO  
**NCI-58-80-6**

DATE RECEIVED  
**3-11-80**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*July 17, 80* *R. K. W...*  
File Archivist of the United States

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 9 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<br><b>3-11-80</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Ross H. Thomson</i> | E. TITLE<br><b>Program Manager<br/>Records Management Program</b> |
|---------------------------|---|---|

| 7. ITEM NO     | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO     | 10. ACTION TAKEN |
|----------------|--|-------------------------|------------------|
| <u>RCS-206</u> | 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. |                         |                  |
| 1.             | Disposition changed from 3 years to 2 years.   | NCI-58-76-9<br>(Item 1) |                  |
| 2.             | Disposition changed from 2 years to 6 months.  | Congressional Approval  |                  |
| 4.             | Disposition changed from <u>RETAIN</u> to 30 years.  | Congressional Approval  |                  |
| 5.             | Disposition changed and language clarified.  | NCI-58-76-9<br>(Item 2) |                  |
| 8.             | Disposition changed from 2 years to 1 year.  | NCI-58-76-9<br>(Item 3) |                  |
| 10.            | Sub-Item (2) added for Individual Production Report (IPR)  |                         |                  |
| 11.            | Disposition changed from 2 years to 1 year after approval or rejection.  | Congressional Approval  |                  |

*Copies to NRP, INR, agency*

## Request for Records Disposition Authority - Continuation

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
| 15.           | Disposition changed from 2 years to 1 year.  | CA                        |                     |
| 20.           | Sub-Item (3)(a) Disposition instructions clarified.<br>Sub-Item (4)(a) Disposition instructions clarified and reduced from 2 years to 1 year.<br>Sub-Item (8) Title Changed to include DDE Mismatch Listing.   | NC1-58-78-4               |                     |
| 21.           | New Item for Honeywell H-2050 Console Typer Sheets.  | New Item                  |                     |
| 22.           | New Item for Audit Technical Time Reports (Form 4502).   | New Item                  |                     |
| 29.           | Retirement to Federal Records Center clarified.  | CA                        |                     |
| 33.           | Language clarified.  | CA                        |                     |
| 38.           | Sub-Item (2)(b) Added to provide for retirement to FRC 6 months after end of processing year.  | NC1-58-78-2               |                     |
| 40.           | Sub-Item (1)(a) Disposition changed from <u>RETAIN</u> to destroy when related records are destroyed, or when no longer needed for administrative or reference purposes, whichever is later.<br>Sub-Item (2)(a) Disposition changed from <u>RETAIN</u> to destroy when related records are destroyed, or when no longer needed for administrative or reference purposes, whichever is later. | CA                        |                     |
| 41.           | Disposition changed from 6 years to 1 year after form becomes obsolete.<br>Provision to retire to FRC deleted.   | CA                        |                     |
| 44.           | Language clarified to include walk-in contact cards.   | CA                        |                     |
| 46.           | Title changed to read " <u>Records Relating to Disclosure</u> ".   | NC1-58-76-9<br>(Item 6)   |                     |
| 47.           | Sub-Item (8) added to cover Tape File (Form 4789).<br>Criminal Investigation/Customs Tape Exchange Program (Back-Up Tape).   | NC1-58-78-4               |                     |
| 48.           | New Item added to cover Form 1065 "At Risk Edit Sheet".  | New Item                  |                     |
| 49.           | New Item to cover "All Other Taxpayer Case Files".   | New Item                  |                     |
| 55.           | Sub-Item (4) deleted as returns are no longer maintained in supplemental and deficiency numbered files.<br>Sub-Item (5) renumbered (4).<br>Sub-Item (6) renumbered (5).  | NN-173-152<br>(Item 7)    |                     |

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|---|---------------------------|---------------------|
| 56.           | Sub-Item (2) deleted as returns are no longer maintained in supplemental and deficiency numbered files.<br>Sub-Item (3) renumbered (2).<br>Sub-Item (4) renumbered (3).   | NC1-58-79-4               |                     |
| 58.           | Title changed to delete " <u>Exempt Organization Returns</u> ", now covered by Item 66.<br>Sub-Item (4) deleted as returns are no longer maintained in supplemental and deficiency numbered files.<br>Sub-Item (5) renumbered (4).<br>Sub-Item (5) added for "Returns by an Officer, Director or Shareholder with respect to the Organization or Reorganization of Foreign Corporation and Acquisition of it's Stock (Form 959)".<br>Sub-Item (6) Added for "Election to be treated as a DISC (Form 4876)". | NC1-58-78-4               |                     |
| 59.           | Language and disposition clarified.   | NN-173-152                |                     |
| 60.           | Disposition changed from 3 years to 1 year.   | NN-173-152                |                     |
| 61.           | Language and disposition clarified.   | NN-173-152                |                     |
| 66.           | New Item for "Exempt Organization Returns (Form 990)". (Formerly in Item 58 as a <u>RETAIN</u> Item)  | NC1-58-78-4               |                     |
| 67.           | Language and disposition clarified.   | NN-173-152                |                     |
| 68.           | Disposition changed. Provision to retire to FRC added.  | NN-173-152                |                     |
| 69.           | Title and disposition instructions revised.   | NC1-58-76-9<br>(Item 31)  |                     |
| 70.           | Sub-Item (2) added for "Daily EIN Log and Unassigned EIN's".  | NN-173-152                |                     |
| 72.           | New Item for TDI Supplements.   | New Item                  |                     |
| 73.           | Retirement to Federal Records Center changed.   | NN-173-152                |                     |
| 75.           | <i>changed per meeting w/ Roy Shiflett IRS, 5-19-80 RWC</i><br>New Item for Problem Resolution Records. <i>Old Item 75 deleted as records are no longer accumulating or processed.</i>  | New Item                  |                     |
| 76.           | Retirement to FRC changed.  | NN-173-152                |                     |
| 80.           | Provision to retire to FRC added.   | NN-173-152                |                     |
| 81.           | <i>changed per meeting as above 5-29-80 RWC</i><br>New Item for Employer Appointment of Agent (Form 2678). Deletes old item for Envelopes Held for Postmark Cross Reference <i>because envelopes are no longer retained for postmarks.</i>  | New Item                  |                     |

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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| 7.<br>ITEM NO  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
| 82.  | Disposition and Retirement to FRC changed.  | NC-58-76-4                |                     |
| 85.  | Sub-Item (1)(c) added for Forms W-2G and W-3G to be processed separately from other related information documents.<br>Sub-Item (3) added for Creation of or Transfer to Certain Foreign Trusts and Annual Return of Foreign Trust with U.S. Beneficiaries (Form 3520 & 3520-A).<br>Sub-Item (4) added for International Boycott Report (Form 5713).<br>Sub-Item (5) added for Questionable W-4 Program. | NC1-58-76-9<br>(Item 8)   |                     |
| 89.  | Retirement instructions changed.  | NC1-58-78-4               |                     |
| 90.  | Disposition Changed from 3 years to 2 years.  | NC1-58-78-4               |                     |
| 91.  | Disposition changed to destroy after 1 year instead of 1 year after end of processing year.   | NN-173-152                |                     |
| 93.  | Sub-Item (4) Disposition clarified.   | NC1-58-76-9               |                     |
| 95.  | Retirement instructions changed.  | NN-173-152                |                     |
| 96.  | Disposition changed from 5 years to 1 year after end of processing year. Provision to retire to retire to FRC deleted.  | NN-173-152                |                     |
| 102.   | Disposition instructions clarified.   | NC1-58-80-5               |                     |
| 118.   | Sub-Item (1)(b)2a Disposition changed from 30 years to 6 years.<br>Sub-Item (1)(c) added for Encoder Tapes and Logs. (Formerly in Item 144)   | NC1-58-78-4<br>NN-173-152 |                     |
| <del>120</del> 119.                                      | Provision to retire to FRC after 6 months added.  | NN-173-152<br>(Item 12)   |                     |
|  | <i>Changed per meeting w/ Roy Shiflett, 5-29-80 RWC</i>   |                           |                     |
| 122.   | Language clarified and Retirement to FRC changed from 20 months to 6 months after end of processing year.   | NC-174-162<br>(Item 3)    |                     |
| 125.   | Disposition instructions changed and clarified.   | NC1-58-76-9<br>(Item 13)  |                     |
| 129.   | New Item for Statement for Recipients of Interest Income (Form 1099-INT Copy C).  | New Item                  |                     |
| 137.   | Language and disposition clarified.   | NN-173-152<br>(Item 13)   |                     |
| 144.   | New Item for Alcohol, Tobacco and Firearms Tax Returns. Encoder Tapes and Logs were transferred to Item 118.  | New Item                  |                     |

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|---|---------------------------|---------------------|
| 145.          | New Item for 507 Telephone Call Notices and Related Form 2747.  | New Item                  |                     |
| 151.          | Disposition and language clarified.   | NC1-58-76-9<br>(Item 18)  |                     |
| 152.          | Disposition increased from 1 year to 6 years after case is closed. Provision to retire to FRC after 1 year added.   | NN-173-152                |                     |
| 156.          | Disposition instructions clarified.   | NN-173-152                |                     |
| 157.          | Disposition instructions clarified and provision to retire to FRC added.  | NN-173-152                |                     |
| 162.          | Retirement to FRC changed from 1 year to <sup>4 years</sup> <del>6 months</del> after end of processing year <del>or after internal audit of accounts, whichever is earlier.</del> Retention period increased from 6 years to 8 years to meet GAO requirements. | NN-173-152                |                     |
| 164.          | Retirement to FRC changed from <sup>3</sup> years to 1 year after internal audit of operations.   | NN-173-152                |                     |
| 168.          | Disposition and retirement instructions changed and clarified.  | NN-173-152                |                     |
| 170.          | Retirement to FRC changed from 3 years to 1 year after end of processing year.  | NN-173-152                |                     |
| 173.          | Retirement <sup>t</sup> and disposition instructions clarified and changed.   | NN-173-152                |                     |
| 175.          | Disposition reduced from 18 months to 1 year.   | NN-173-152                |                     |
| 183.          | Disposition reduced from 18 months to 6 months and language clarified.  | NN-173-152                |                     |
| 187.          | Retirement to FRC reduced from 3 years to 1 year after close of case.   | NN-173-152                |                     |
| 191.          | New Item for Closed Problem Inquiry File (Form 4442 and 4442-C).  | New Item                  |                     |
| 192.          | New Item for Correspondence Suspense File (Accounts Services).  | New Item                  |                     |
| 193.          | New Item for IRS Employee File - (Employee Delinquency Check).  | New Item                  |                     |
| 194.          | New Item for Closed TC 130 Cross-Reference File.  | New Item                  |                     |

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| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|----------------|--|---------------------------|---------------------|
| 195.           | New Item for Permanent Work Record - Tentative Carryback Allowance (Form 6902)   | New Item                  |                     |
| 200.           | Title of item changed to " <u>IMF and IRA Account Registers</u> ".<br>Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.<br>Sub-Item (2)(a) Disposition changed from 3 years to 2 years. | NN-173-152<br>(Item 16)   |                     |
| 201.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.<br>Sub-Item (2)(a) Disposition changed from 3 years to 2 years.   | NN-173-152<br>(Item 17)   |                     |
| 202.           | Sub-Item (2)(a) Disposition changed from 5 years to 3 years.<br>Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152                |                     |
| 203.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.<br>Sub-Item (2)(a) Disposition changed from 3 years to 2 years.   | NN-173-152<br>(Item 18)   |                     |
| 204.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152<br>(Item 19)   |                     |
| 206.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.<br>Sub-Item (3)(a) language clarified.  | NN-173-152<br>(Item 21)   |                     |
| 207.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152<br>(Item 22)   |                     |
| 208.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152                |                     |
| 209.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152<br>(Item 23)   |                     |
| 210.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152<br>(Item 25)   |                     |
| 211.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152                |                     |
| 212.           | Sub-Item (1)(b) added to provide for retirement to FRC after 6 months.   | NN-173-152                |                     |
| 213.           | Sub-Item (1)(b) changed to retire records to FRC after 6 months instead of 5 years.  | NC1-58-78-4               |                     |
| 214.           | Sub-Item (1)(b) changed to retire records to FRC after 6 months instead of 5 years.  | NC1-58-78-4               |                     |

115-203

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| 7.<br>ITEM NO  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
| 215.   | Sub-Item (1)(b) changed to retire records to FRC after after 6 months instead of 3 years.  | NC1-58-78-4               |                     |
| 216.   | New Item for Initial Filming and Subsequent Filming Listings.  | New Item                  |                     |
| 218.   | Sub-Item (1)(b) changed to retire records to FRC after 6 months instead of 5 years after end of processing year.<br>Sub-Item (2)(a) Disposition changed from 5 years to 2 years. | NN-173-152                |                     |
| 220.   | Language and Disposition changed and clarified.<br>(Program Terminated).   | NN-170-16<br>(Item 220)   |                     |
| 221.   | Language and Disposition changed and clarified.<br>(Program Terminated).   | NC1-58-78-4               |                     |
| 223.   | Disposition changed and language clarified.  | NC1-58-78-4               |                     |
| 224.   | Disposition changed and language clarified.  | NC1-58-78-4               |                     |
| 225.   | Disposition changed and language clarified<br>Sub-Item (2) added for disposition instructions as this was inadvertently omitted during the last update.                          | NC1-58-78-4               |                     |
| 229.   | New Item for Potential Non-Filer Records (Form 4869).  | New Item                  |                     |
| 237.   | Language and disposition changed and clarified.  | NC-174-162<br>(Item 6)    |                     |
| 242.   | Language and disposition changed and clarified.  | NC1-58-78-4               |                     |
| 243.   | Sub-Item (2)(a) Disposition changed from 20 years to 5 years.<br>Sub-Item (2)(b) Retirement to FRC changed from 3 years to 18 months after end of processing year.               | NC-174-162<br>(Item 12)   |                     |
| 245.   | Disposition reduced from 6 years to 2 years after end of processing year.  | NC1-58-78-4               |                     |
| 246.   | Disposition increased from 6 months to 1 year after date of listing.   | NC1-58-78-4               |                     |
| 254.   | Disposition decreased from 6 years to 3 years after end of processing year.  | NC1-58-78-4               |                     |
| 259.   | Language clarified and disposition decreased from 6 years to 2 years after end of processing year.   | NC1-58-78-4               |                     |

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| 7.<br>ITEM NO  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|--|--|---------------------------|---------------------|
| 260.   | Old item deleted and merged with item 260 Sub-Item (1)(a) as a new item for IDRS Profile Reports.  | NC1-58-78-4<br>New Item   |                     |
| 261.   | Old item deleted. New Item for Employee Profile Security File/Unit Command Code Profile Report added.  | NC1-58-78-4<br>New Item   |                     |
| 262.   | Old item deleted. New Item for Password Update Status Report added.  | New Item                  |                     |
| 263.   | Language clarified.  | NC1-58-76-9<br>(Item 38)  |                     |
| 270.   | Disposition increased to 5 years. Provision to retire to FRC added.  | NC1-58-77-2               |                     |
| 271.   | Disposition instructions and language clarified.   | NC1-58-78-4               |                     |
| 272.   | Old item deleted and merged with item 260. New Item for Employee Access Processing SSN List added.   | New Item                  |                     |
| 273.   | Sub-Item (2) deleted.  | NC1-58-78-4<br>(Item 273) |                     |
| 275.   | Disposition changed from 60 days to destroy old list when new list is received.  | NC1-58-78-4               |                     |
| 276.   | New item for Localized Profiles Authorization.   | New Item                  |                     |
| 277.   | New Item for Dishonored Check Account Transaction Register   | New Item                  |                     |
| 304.   | Disposition increased from 6 months to 18 months after end of processing year.   | NC1-58-78-4               |                     |
| 306.   | Sub-Item (1) <sup>e</sup> added for FTD Advice of Credit, Treasury Tax and Loan Account (Treasury Form 2284-B). Sub-Item (2) <i>disposition reduced from 6 months to 3 months.</i> | NC1-58-78-4               |                     |
| <i>changed per meeting w/ Ray Shuffert 5/29/80</i><br>316. | Disposition reduced from 3 years to destroy after end of processing year.  | NC1-58-78-4               |                     |
| 317.   | Disposition reduced from 3 years to destroy after end of processing year.  | NC1-58-78-4               |                     |
| <i>changed as above. dwe</i><br>319.                       | Deleted <sup>as the records are no longer accumulating</sup> (reserved for future use)   | NC1-58-78-4               |                     |
| 323.   | Sub-Item (1)(a) Disposition increased from 6 months to 3 years after FRB date or when no longer needed in current operations, whichever is later.                                  | NC1-58-78-4               |                     |
| 327.   | Sub-Item (1)(a) Disposition reduced from 6 months to 90 days after microfilming and films verified correct.  | NC1-58-78-4               |                     |



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| 7.<br>ITEM NO  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods) | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|--|---|---------------------------|---------------------|
| 330.   | New Item for FTD Payment to Depositary Listings.                      | New Item                  |                     |
| 331.   | New Item for FTD BOOB Code 07 Listing.                                | New Item                  |                     |
| 332.   | New Item for FTD Micorfilm Serial Number Listing.                     | New Item                  |                     |
| 333.   | New Item for FTD Service Center Received Date Error Listing.          | New Item                  |                     |
| 334.   | New Item for Bank Adding Machine Tapes (submitted with Form 2284-B).  | New Item                  |                     |
| NOTE: "CA" in Item 9 denotes Congressional Approval. |   |                           |                     |