

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

*Rev NCO 23 Apr 81*

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

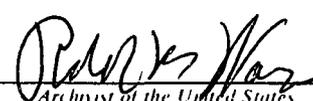
Facilities Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Roy Shiflett

5 TEL EXT

376-0593

LEAVE BLANK	
JOB NO	NCl-58-81-7
DATE RECEIVED	April 23, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	 <i>5-11-81</i>

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
4-23-80	<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
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RCS-206

322.

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.

- Microfilm of FTD Cards.
- (1) Research Microfilm.
    - (a) DESTROY 5 years after close of processing year.
  - (2) Record Microfilm
    - (a) DESTROY 5 years after close of processing year.
    - (b) RETIRE to Federal Records Center 90 days after creation and verification.

NOTE: This item was omitted from our last update of RCS-206 approved on Job No. NCl-58-80-6.

~~NCl-58-70-4~~  
 NCl-58-77-13, 4, 23 (1)(a)  
 NCl-58-77-13, 4, 23 (2)(a)

*2 items*

*all FRC's (except 602-3004) NNF, agency - 5/12/81 RB  
 copies of job NOT sent to FRC's.  
 mean data change weight + printed  
 sent weekend*