Schedule Number: NC1-058-81-07

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/30/2021

**ACTIVE ITEMS**
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2A, Microfilm of FTD Cards, Record Microfilm

**SUPERSEDED AND OBSOLETE ITEMS**
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

NC1-058-85-10 supersedes item 1A.
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 376-0593

5 TEL EXT

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.

<table>
<thead>
<tr>
<th>C DATE</th>
<th>D SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E TITLE</th>
</tr>
</thead>
</table>
| 4-23-80 | Ross W. Thompson | Program Manager  
Records Management Program |

7 ITEM NO

<table>
<thead>
<tr>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SAMPLE OR JOB NO</th>
<th>10. ACTION TAKEN</th>
</tr>
</thead>
</table>
| 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  
322. 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  

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-114