REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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 2 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  
12-16-81

D. SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]

E. TITLE  
Program Manager  
Records Management Program

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:

55(4)(a) Individual Income Tax Returns (Forms 1040A)  
Penalty Files.  
DESTROY 6 years and 9 months after the end of the calendar year in which case closed.  
RETIRE to Federal Records Center July 1 through September 30 following the year in which returns were renumbered in the penalty or supplemental series.  
NC1-58-80-6

56(2)(a) Income Tax Return Filed by Individuals, Partnerships and Fiduciaries (Form 1040).  
Penalty Files.  
DESTROY 6 years and 9 months after the end of the calendar year in which case closed.  
NC1-58-80-6

115-107  
[Handwritten note: Mass data change sheet will forward 2 items with potential change to FHC, also renumbered, by NCB.  
Item No. 1-11-82.  
Received Oct. 1-26-82.]

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FFMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SAMPLE OR JOB NO</th>
<th>10. ACTION TAKEN</th>
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<tbody>
<tr>
<td>56(2)(a) Cont'd</td>
<td>RETIRE to Federal Records Center July 1 through September 30, following the year in which returns were renumbered in the penalty or supplemental series.</td>
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