Schedule Number: NC1-058-84-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-058-86-001 deletes the only item on this schedule.

Date Reported: 6/30/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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.
   566-9711

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 ___ 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.
   X B Request for disposal after a specified period of time or request for permanent retention.

7. C. DATE
   10/12/83

8. D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

9. E. TITLE
   Acting Chief, Records and Reports Management Section

10. 8. DESCRIPTION OF ITEM
    (With Inclusive Dates or Retention Periods)

   The records covered by this request (Records Control Schedule 206 - Service Centers) 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.

   85 (5) Questionable Form W-4 Program. (NC1-58-82-9) 11-26-82
      (a) Forms W-4 (Paper Document).
         1 DESTROY 4 years after processing year.
         2 RETIRE to Federal Records Center 1 year after end of processing year.
      (b) W-4 Case Files.
         1 DESTROY 4 years after processing year.
         2 RETIRE to Federal Records Center 1 year after end of processing year.

[MASS DATA CHANGE SHEET ATTACHED]

115-107

COPY PICKED UP BY AGENCY 11/1/83
COPY CORRECTED 11/1/83
\*\*\* NNF ALL FRC'S 20408-83 \*\*\*
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>5) Request for Copy of Tax Form or Individual Income Tax Account Information (Form 4506). - Prepaid: Fixed Fee (Effective Oct 1, 1983). Forms submitted by a taxpayer or taxpayer’s representative to request a photocopy of a tax return or transcript of return information accompanied with a remittance. These records will be the Service Center's Accountable Officer's official copy of receipts for payments received from the taxpayer.</td>
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<tr>
<td></td>
<td>(a) DESTROY 6 years 3 months after the period covered by the account.</td>
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<td></td>
<td>(b) RETIRE to Federal Records Center after GAO audit or 3 months after case is closed, whichever is earlier.</td>
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