

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.

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 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

10/12/83

D. SIGNATURE OF AGENCY REPRESENTATIVE

Ronda L Mulvaney

E. TITLE

Acting Chief, Records and Reports
Management Section

7. ITEM NO.

85

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.

- (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.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

3 items

MASS DATA CHANGE SHEET ATTACHED

copy picked up by agency 11/1/83
copy turned in 11/1/83

UNF & All FRC's sent to DRA 10-3-83

LEAVE BLANK	
JOB NO	NC1-58-84-1
DATE RECEIVED	Oc t. 14/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>10-27-83</i> Archivist of the United States

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
93	(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. (a) DESTROY 6 years 3 months after the period covered by the account. (b) RETIRE to Federal Records Center after GAO audit or 3 months after case is closed, whichever is earlier.	NC1-58-82-9	