

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.
NCL-58-85-4

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
2-05-85

1. FROM (Agency or establishment)

Treasury Department

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Internal Revenue Service

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

Facilities Management Division PM:S:FM:0

4. NAME OF PERSON WITH WHOM TO CONFER

Marcella Weston

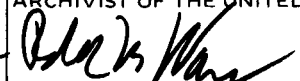
5. TELEPHONE EXT.

566-9711

DATE

2/28/85

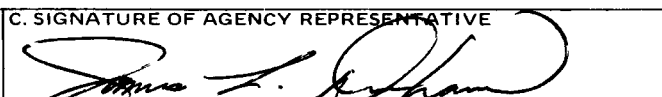
ARCHIVIST OF THE UNITED STATES



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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <u>1-30-85</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Chief, Records and Reports Management Section
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
RCS 204 81.	<p>The records covered by this request (Records Control Schedule 204) are created and maintained by the Collection Activity and the Taxpayer Service Activity in all district offices and subordinate field offices pertaining to the receipt and transmittal of tax returns and documents received in the district offices.</p> <p>Income Tax Index Cards (official record copies). Index Cards used as a cross-reference to income tax returns, assessment lists, Unit Ledger Cards (ULC's), and other documents. Includes Unit Ledger Cards used as index cards or locator cards.</p> <p>(1) Index cards for individual, partnership and fiduciary income tax returns, and other miscellaneous returns. (No longer accumulating at the district office)</p> <p>(a) DESTROY as the referenced tax returns have been destroyed.</p> <p>(2) Index Cards for Corporation Income Tax Returns (1917-1948).</p> <p>(a) Index Cards for 1917. 1 DESTROY 75 years after end of processing year.</p> <p>(b) Index Cards for 1918-1948. 1 DESTROY as they are no longer needed by Federal Records Centers for cross-reference.</p> <p>(c) Index Cards for Corporation Income Tax Returns (1949 and subsequent years). 1 DESTROY 75 years after end of processing year. 2 RETIRE to Federal Records Center 5 years after end of processing year.</p>	II-NN-3239, Item 1 & NCL-58-79-5, Item 30	4 items