Schedule Number: NC1-058-85-05

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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 258, IDRS Employee Number Folder, containing backup documents for various inputs to IDRS, i.e., Forms 3177, 2424, 2363, 2650, and 4256.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

N1-058-12-001 supersedes item 59.
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
   Marcella Weston
   TELEPHONE EXT. 566-9711

5. 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; 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: 2/28/85

6. ITEM NO. 59. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   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 collecting 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.

   S 206

   59. 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. (No longer accumulating at the service center).
   (1) Index cards for individual, partnership and fiduciary income tax returns, and other miscellaneous returns.
   (a) DESTROY as the referenced tax returns have been destroyed.

   (Provision to retire to FRC has been deleted.)

   (2) Index Cards for Corporation Income Tax Returns (1917-1948).
   (a) Index Cards for 1917.
   1 DESTROY 75 years after end of processing year.
### Request for Records Disposition Authority – Continuation

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td>RCS 206</td>
<td><strong>Cont'd.</strong></td>
</tr>
<tr>
<td>258.</td>
<td>IDRS Employee Number Folder, containing backup documents for various inputs to IDRS, i.e., Forms 3177, 2424, 2363, 2650, and 4256. (1) DESTROY 12 months after the date of IDRS input. (Provision to retire to FRC has been deleted.)</td>
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