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

5. TELEPHONE 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; 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
   3/15/85

   C. SIGNATURE OF AGENCY REPRESENTATIVE
   

   D. TITLE
   Chief, Records and Reports Mgmt. Section

7. ITEM NO.

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.
                   (b) Forms W-4 Case Files.
                   1 DESTROY 2 years after case becomes inactive based on the "last status date", as reflected on the W-4 Control File that is maintained by each service center.

   9. CFR OR SUPERSEDED JOB CITATION
   NCI-58-84-1

   10. ACTION TAKEN (NARS USE ONLY)

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4