

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCL-58-85-7	DATE RECEIVED 3-18-85
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
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 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 3-15-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Chief, Records and Reports Mgmt. Section
--------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
85	<p>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.</p> <p>(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.</p>	NCL-58-84-1 Item 85	