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)
   U.S. Department of the Treasury
   Internal Revenue Service
   Facilities Management Division

2. MAJOR SUBDIVISION
   Accounting

3. MINOR SUBDIVISION
   NAME

4. NAME OF PERSON WITH WHOM TO CONFER
   Raymond A. O'Brien, Jr.

5. TELEPHONE EXT.
   566-9711

6. CERTIFICATE OF AGENCY REPRESENTATIVE
   \(\Box\) is attached; or \(\Box\) is unnecessary.

\(\Box\) GAO concurrence: is attached; or \(\Box\) is unnecessary.

DATE RECEIVED
   9-23-85

DATE
   9-19-85

DATE
   9-19-85

CONCURRENCE:

Chief, Records and Reports Management

This request for disposal authority pertains to series of records generated by Project (SUPER) - Electronic Filing of Tax Returns. A description of the system with related material is attached.

Income Tax Returns Filed by Individuals, Partnerships, and Fiduciaries (excludes Form 1040A and 1040EZ) with related schedules, correspondence, audit reports work papers and other documents attached to the return or considered a part of the administrative case file regardless of whether the documents are physically with the return or maintained in an attachment file.

1. Returns filed in original blocks in account number, original document locator number sequence, or renumbered in document locator sequence on or before December 31.

   \(\Box\) Textual records not converted to optical disk or transmitted electronically
   \(\Box\) Records converted to optical disk

   1) Retire to the Federal Records Center beginning January 2 through March 31 following the year in which the returns were numbered and processed.
   2) Destroy on or after January 16, 6 years and 9 months after April 15 of the processing year.

   \(\Box\) Paper records
      a. Destroy after images have been written to optical disk and verified.
      b. Optical disk images.
         a. Destroy on or after January 16, 6 years and 9 months after April 15 of the processing year.

   NCI-58-79-4-15

   Item 1

   NCI-58-85-13

   Item 6 (Pending)

   \(\Box\) GRS SUPERSEDED JOB CITATION

   Report printed by GOV"
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
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<tbody>
<tr>
<td>C. Records transmitted electronically.</td>
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<tr>
<td>1) Data stored on magnetic tape.</td>
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<tr>
<td>a) Destroy on or after January 16, 6 years and 9 months after April 15, of the processing year.</td>
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<td>2) Textual Forms 8453, U.S. Individual Income Tax Declaration for Electronic Filing; W-2, Wage and Tax Statements; and related schedules not conducive to electronic transmission.</td>
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<tr>
<td>a) Retire to the Federal Records Center beginning January 2 through March 31 following the year in which the returns were numbered and processed.</td>
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<td>b) Destroy on or after January 16, 6 years 9 months after April 15, of the processing year.</td>
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<td>3) Textual tax return facsimiles, if created.</td>
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<td>a) Retire to the Federal Records Center 3 months after facsimiles are produced.</td>
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<td>b) Destroy on or after January 16, 6 years 9 months after April 15, of the processing year.</td>
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