

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCL-58-85+15

DATE RECEIVED

9-23-85

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

U.S. Department of the Treasury

2. MAJOR SUBDIVISION

Internal Revenue Service

3. MINOR SUBDIVISION

Facilities Management Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

Raymond A. O'Brien, Jr.

5. TELEPHONE EXT.

566-9711

DATE

4-1-86

ARCHIVIST OF THE UNITED STATES

Frank B. Bandy

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 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.

Concurrence: *Bernie Radack* Date: 9/18/85

A. GAO concurrence: is attached; or is unnecessary.
(see attached letter)

Bernie Radack
PM:PFR:R

B. DATE 9-19-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. O'Leary</i>	D. TITLE Chief, Records and Reports Management
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p>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.</p> <p>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.</p> <p>Returns filed in original blocks in account number, original document locator number sequence, or renumbered in document locator sequence on or before December 31.</p> <p>A. Textual records not converted to optical disk or transmitted electronically.</p> <p>1) Retire to the Federal Records Center beginning January 2 through March 31 following the year in which the returns were numbered and processed.</p> <p>2) Destroy on or after January 16, 6 years and 9 months after April 15 of the processing year.</p> <p>B. Records converted to optical disk.</p> <p>1) Paper records</p> <p>a. Destroy after images have been written to optical disk and verified.</p> <p>2) Optical disk images.</p> <p>a. Destroy on or after January 16, 6 years and 9 months after April 15 of the processing year.</p>	<p>NCL-58-79-4, Item 1</p> <p>NCL-58-85-13, Item 6 (Pending)</p>	

NNS, emH 4-4-86

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

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	<p>C. Records transmitted electronically.</p> <ol style="list-style-type: none"> 1) Data stored on magnetic tape. <ol style="list-style-type: none"> a) Destroy on or after January 16, 6 years and 9 months after April 15, of the processing year. 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. <ol style="list-style-type: none"> a) Retire to the Federal Records Center beginning January 2 through March 31 following the year in which the returns were numbered and processed. b) Destroy on or after January 16, 6 years 9 months after April 15, of the processing year. 3) Textual tax return facsimiles, if created. <ol style="list-style-type: none"> a) Retire to the Federal Records Center 3 months after facsimiles are produced. b) Destroy on or after January 16, 6 years 9 months after April 15, of the processing year. 		