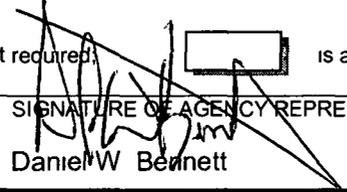


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
		JOB NUMBER N1-58-11- 23		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 7/12/11		
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY		
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10		
3 MINOR SUBDIVISION Wage and Investment (W&I) - Customer Account Services (CAS)				
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor (Records Office) Maureen Johnson (CAS)		5 TELEPHONE (202) 435-6308 (978) 474-9474	DATE July 12	ARCHIVIST OF THE UNITED STATES 
5 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested				
DATE 6/29/2011	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W Bennett		TITLE IRS Records Officer National Office, OS A RE L Washington, DC 20224	
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	IRM 1.15.29 Records Control Schedule for Submissions Processing Campus Records New Item 438, 94x Signature Document See attached.			

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

SAVE BLANK (NARA use only)

JOB NUMBER

N1-58-11-

Background:

The 94x PIN jurat is the signature for every 94x return electronically filed by a business on-line filer. This PIN is only used by the person it is given to. These entities purchase 94x tax software and file their own 94x returns via on-line filing without the assistance of a third party (such as a reporting agent). The 10-digit 94x PIN is processed via the Customer Database application on the Electronic Management System (data is approved for destruction after 7 years in accordance with NARA Job No N1-58-97-13, item 8). The signature document is the last page of "Letter 3083," and contains the security rules and responsibilities pertaining to the PIN. The filer signs the document acknowledging receipt and taking responsibility for the PIN, and mails the signature page back to IRS. The signature (PIN) is good for as long as the taxpayer is filing Forms 94x electronically. There is no expiration date or renewal for the signature.

Volume of these signature documents is significant. In 2010, IRS approved 49,863 PIN requests. They are arranged chronologically as received, in Employee Identification Number (EIN) and date order by year. This creates a real challenge at disposal time. Ideally records retention would be based on a filer's last use of the PIN. However, given the arrangement and volume of the records, keeping pace with identifying the filing status of all 94x taxpayers and pulling those eligible for destruction as arranged would be an arduous task. The business unit instead has agreed to a disposition based on PIN activation that ensures maintenance of the signature page for potential research use, most notably in the early years of activation.

Description:

94x Signature Document.

The 94x PIN jurat is the signature for every 94x return electronically filed by a business on-line filer. The signature document is the last page of "Letter 3083," and contains the security rules and responsibilities pertaining to the PIN. The signature is good for as long as the taxpayer is filing Forms 94x electronically. There is no expiration date or renewal for the signature.

Disposition: Temporary

Cut off at end of Processing Year that documents were received

Transfer to Records Center 1 year after cutoff

Destroy 30 years after cutoff

NEW