

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-058-95-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/27/2025

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1b, 1c, 2(4), 5-14 still active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2(1) is superseded by DAA-GRS-2016-0016-0001 (GRS 5.1, item 010)

Item 3 (1) & (2) are superseded by DAA-GRS-2013-0005-0004 (GRS 3.1, item 020)

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-58-95-4</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE TREASURY		DATE RECEIVED <i>5-30-95</i>	
2. MAJOR SUBDIVISION INTERNAL REVENUE SERVICE		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Martinsburg Computing Center			
4. NAME OF PERSON WITH WHOM TO CONFER Anthony B. Cincotta Records Management Program	5. TELEPHONE (202) 535-3936	DATE <i>1-26-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6 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 5 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,

☒ is not required;
 ☐ is attached; or
 ☐ has been requested.

DATE <i>5/22/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bobbe DeCarmine</i>	TITLE Chief, Facilities Systems Management Office
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Records Control Schedule 117 for the Martinsburg Computing Center (MCC)</p> <p>The attached Records Control Schedule 117 covers a description of records and disposition authorizations for administering the Martinsburg Computing Center. These records are either created by the MCC or submitted to it as input documents for use in the performance of the Martinsburg Computing Center.</p> <p>The records fall into major groups which represent the following administrative and program functions:</p> <ul style="list-style-type: none"> (a) Records pertaining to the overall administration and operation of MCC; (b) Computer processing records; (c) Information returns processing; and (d) Magnetic media management records <p>See attachment for description of records and proposed dispositions.</p>		

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
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ADMINISTRATIVE RECORDS

1. Correspondence Files.
(NEW ITEM)

(a) Internal or intra-office.

DESTROY two years after the end of the year.

Correspondence and records relating to the administrative or housekeeping functions of an office.

(b) Interoffice.

DESTROY two years after the end of the year.

Correspondence between the key district offices and the regional or National Office covering program activities involving policy, procedures, rulings, decisions, etc., not made part of a specific case.

(c) External.

DESTROY two years after the end of the year.

Correspondence with the public, Congress and Government activities pertaining to inquiries, complaints, or requests for general information on tax matters and responses to them.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2. <u>Data Control and Accounting Records.</u> (Job No. NC1-58-76-8, Item 22)	
(1) Computer Processing Audit Trail Records; Console typeouts; Accounting Control Ledgers, Input Ledgers; Irregularity Checklists; Adjustment Vouchers with backup material and ledgers; ZIP Location Code Ledgers and listings; Auditing PQD Ledgers and listings; Input Transcription Sheets; Questionable Transcripts files; Rejected Transactions files; Systems Acceptability and Parallel Testing materials and other documents which form a part of the audit trail of data flow into, through and out of MCC processing systems.	DESTROY one year after the end of the processing year.
(2) Reciprocal Accounting Records; Master File and Service Center general ledger reconciliations; Reciprocal Accounting Control Records; Revenue Receipts Control Ledgers and other documents pertaining to the reconciliation of the general ledger accounts in the service centers with the money balances of the master files maintained on magnetic tape at MCC.	DESTROY one year after the end of the processing year.
(3) Card files, tickler files and other types of files used to record action taken and control workflow.	DESTROY one year after the end of the processing year.
(4) Microfilm Replacement System (MRS) Chargeouts. These chargeouts are used in describing the input and output for MRS processing.	DESTROY after six months.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<p>3. <u>Machine Logs and Related Documents.</u> (Job No. NC1-58-76-8, Item 23)</p> <p>(1) Machine Utilization Reports.</p> <p>Computer performance and utilization reports which provide a record of machine use for each project run.</p> <p>(2) Machine, Rerun, and Microfilm Edit Board Logs.</p> <p>Operational logs which provide a record of machine use and availability.</p>	<p>DESTROY after three years.</p> <p>DESTROY after one year.</p>
<p>4. <u>System Management Records.</u> (Job No. NC1-58-76-8, Item 26)</p> <p>Records, reports and memoranda not included in Programming Maintenance Records.</p>	<p>DESTROY one year after superseded or when no longer needed in current operations.</p>

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<p style="text-align: center;">INFORMATION RETURNS PROCESSING AND MAGNETIC MEDIA MANAGEMENT RECORDS</p>	
5. <u>CTW-01 (1042s) completed jobs.</u> (NEW ITEM)	DESTROY three years after the end of the processing year.
6. <u>CTW-06 (1042s) completed jobs.</u> (NEW ITEM)	DESTROY three years after the end of the processing year.
7. <u>ATM-01 (Allocated Tips) completed jobs.</u> (NEW ITEM)	DESTROY three years after the end of the processing year.
8. <u>QWF-01 (Questionable W4's) completed jobs.</u> (NEW ITEM)	DESTROY three years after the end of the processing year.
9. <u>Transmittal of Magnetic Tape Form W-4; Form 6466; and Continuation Form 6467.</u> (NEW ITEM)	DESTROY three years after the end of the processing year.
10. <u>Incoming media chargeouts, acknowledgments, finished processing, unable to process and test transmittals.</u> (NEW ITEM)	DESTROY one year after the end of the processing year.
11. <u>Waiver Requests (approved and denied), Extension of Time Requests (Forms 8508 and 8809), Penalty Research Documents, Bad Payer Report, and associated correspondence.</u> (NEW ITEM)	DESTROY three years after the end of the processing year.

DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
12. <u>Transmittal of Information Returns reported on Magnetic Media, Form 4804, and Continuation Sheet, Form 4802.</u> (NEW ITEM)	DESTROY three years after the end of the processing year.
13. <u>Application for Filing Information Returns on Magnetic Media (Form 4419).</u> (NEW ITEM) Application on which an organization requests permission to file information returns on magnetic tape.	DESTROY one year after the end of the processing year.
14. <u>Consent for the Internal Revenue Service to Release Tax Information (Form 6847).</u> (NEW ITEM) This form is completed to release information returns (Forms 1087 and 1099) that were furnished on magnetic media to State tax agencies. Form will be used by organizations filing returns on magnetic media in the Combined Federal/State Information Returns Reporting Program. (Annual Accumulation 1.5 cubic feet.)	DISPOSAL NOT AUTHORIZED.