

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2013-0006**
 Schedule Status **Approved**

Agency or Establishment **Internal Revenue Service**
 Record Group / Scheduling Group **Records of the Internal Revenue Service**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Update Block Completion Lists**
 Internal agency concurrences will be provided **No**

Background Information **The records in this schedule are used by Internal Revenue Service Centers to control blocks of returns as they come into the Files Activity areas and are processed. Previously, these records were created as microfiche, but this process was terminated in 2005. This schedule is intended to update the Records Control Schedule to reflect current and future business processes by making them media neutral.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0058-2013-0006

Sequence Number	
1	Block Completion Lists Disposition Authority Number DAA-0058-2013-0006-0001

Records Schedule Items

Sequence Number						
1	Block Completion Lists					
	Disposition Authority Number	DAA-0058-2013-0006-0001				
	These records include Block Completion Lists for EMPF, IMF, BMF, NMF, IRAF, and documentation of closed aged Service Center Control File (SCCF) histories related to Form 6752 (Return Non-Refile Flag)					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RCS 29, Item 246</td> <td>Tax Administration - Wage and Investment</td> </tr> </tbody> </table>		Manual Citation	Manual Title	RCS 29, Item 246	Tax Administration - Wage and Investment
Manual Citation	Manual Title					
RCS 29, Item 246	Tax Administration - Wage and Investment					
	GRS or Superseded Authority Citation	N1-0058-94-4, Item 30 (246)				
	Disposition Instruction					
	Retention Period	Destroy 7 year(s) after end of processing year				
	Additional Information					
	GAO Approval	Not Required				

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
02/20/2013	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
08/07/2013	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
08/13/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/20/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist