

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-058-07-16</i>		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/24/07</i>		
1. FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
2. MAJOR SUBDIVISION Internal Revenue Service				
3. MINOR SUBDIVISION Wage and Investment Submission Processing, Customer Account Service (CAS)				
4. NAME OF PERSON WITH WHOM TO CONFER Truedence Glenn Daniel Bennett		5. TELEPHONE NUMBER 202-283-9355 202-283-9359	DATE <i>10-02-2007</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. Waterman (NWM)</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 _____ page(s) are not needed now for the business for 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 <i>8/22/2007</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> IRS Records Officer		TITLE IRS Records Officer, OS:A:RE:L, 1111 Constitution AVE NW Washington, DC 20224-0001	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
IRM 1.15.35 item 1A	Records Control Schedule for Tax Administration - Systems (Electronic) <i>IR Form W-7 Application for Individual Taxpayer Identification Number is the application form used to secure an IRS Individual Taxpayer Identification Number (ITIN). This form is designed for and used by Alien individuals who are required to furnish a U. S. taxpayer identification number to the IRS but who do not have, and are not eligible to obtain, a Social Security Number. The ITIN is a nine-digit number issued by the Service.</i> Disposition Background The W-7, as an input to the ITIN, is currently scheduled as IRM 1.15.35 Item 1A - Tax Administration Systems: Electronic (Job No. NI-58-97-13 A 2/9/98). It is a temporary record with approved 1 year retention. We are requesting a disposition change from 1 year to 6 years after the processing year. The W-7 is also universally considered an attachment to the United States Individual Tax Return (IRM 1.15.29, Item 56). It is a temporary record with approved 6 year after year of processing retention in tax return processing.	NI-58-97-13 A		
<i>At 10/12/07 Copies Sent to Agency, NWMW, NA</i>				

The SF 115 Request for Records Disposition Authority is intended to align the discrepancy between two approved records disposition authorities for consistent treatment by all IRS Functions.

Disposition:

Retire to the Federal Records Center beginning January 2 through March 31, following the year in which the forms were numbered and processed. Destroy on, or after, January 16, 6 years after the end of the processing year.

Also add: W-7 in Forms Listings at the end of IRM 1.15.29 with reference to Item 56. These are typically filed in the LY under the following tax classes and Document Locator Numbers (DLN):

20-207 thru 20-254
21-207 thru 21-221
21-226 thru 21-227