

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-058-08-12</i>		
1. FROM (Agency or establishment) Department of Treasury		DATE RECEIVED <i>5/13/08</i>		
2. MAJOR SUBDIVISION Internal Revenue Service (IRS)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.		
3. MINOR SUBDIVISION Wage & Investment, Customer Account Services, Submission Processing, Individual Master Files, Data Processing				
4. NAME OF PERSON WITH WHOM TO CONFER <i>[Signature]</i> Daniel W. Bennett, IRS Records Officer IRS Records Officer				5. TELEPHONE (202) 283-9359
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 April 9, 2008	SIGNATURE OF AGENCY REPRESENTATIVE Daniel W. Bennett		TITLE IRS Records Officer National Office, OS:A:RE:SC 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 GRS OR SUPERSEDED JOB CITATION	10.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)	
RCS 29 Item 108 1.15.29	<p>Record Control Schedule 29 [old RCS 22, previously 206] For Service Center Operations.</p> <p>The records covered by this schedule are created and/or accumulated in the Territory Offices of Wage and Investment Business Unit and/or in the Processing Campus Operations, formerly Service Centers.</p> <p><u>Internal Revenue Form 13592 Receipt and Control Final Candling Log</u></p> <p>Candling is the process of looking for documents and/or remittances left inside envelopes after extraction.</p> <p>Initial candling of average size white envelopes is performed at sorting (extracting) tables and involves passing individual envelopes over a lighted section of the table or slicing envelopes on three sides prior to placing them in a container, which bears the employee's name or number.</p> <p>All envelopes including those manually extracted, Flats, Fats, Colored or opaque, etc. are subject to initial and final candling prior to destruction. Initial candling of this type requires that the envelope be sliced on three sides and opened flat to assure no contents are left inside envelope. The envelopes are then placed in a container which bears the employee's name or number and final candled. Final candling requires that the slit envelopes be visually examined prior to placing them in a container for disposal.</p> <p>Management maintains Form <u>13592</u> Candling Log - R&C Discovered Remittances to record remittances found during final candling. An employee designated by management immediately</p>			

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records these items into the final candling log as they are located.

Management initials the log to validate that all available information is correctly entered and ensures that all remittances listed in the log are brought to the Deposit Function on a daily basis. This process is completed for each shift working in the Receipt and Control Function.

Forms are created and are maintained at each Submission Processing Campus (Service Center).

This Series will be scheduled under RCS 29, Item 108.

TEMPORARY

DESTROY 1 year after end of processing year.