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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			JOB NUMBER N1-58-12- 4				
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001			DATE RECEIVED 11/21/2011				
FROM (Agency or establishment)     Department of the Treasury			NOTIFICATION TO AGENCY				
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				
MINOR SUBDIMSION     Wage & Investment, Media and Publications			"withdrawn" in column 10.				
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie Welch (703) 565-3120			DATE 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 3 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,  X is not required is attached; or has been requested.							
أسال	DATE SIGNATURE OF AGENCY REPRESENTATIVE Daniel W. Bennett			TITLE IRS Records Officer National Office, OS:A:RE:L:RIM Washington, DC 20224			
7. ITEM NO.	8. DESCRIPTION OF ITEM OF PR	ROPOSED DISPOSITION	ı	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)		
	IRM 1.15.22, Records Contro Administration - Compliance Updates: *Replace item 12 for Forms	e					
	See attached.				· I		

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**1VE BLANK (NARA use only)** JOB NUMB. REQUEST FOR RECORDS L \_\_\_OSITION AUTHORITY N1-58-12-04 (See Instructions on reverse) **Forms Development Case Files NEW** A. Tax Forms, Form Letters, and Background Item A(1)(a) includes completed forms **Case Material** serving as a representative example of the record copy: (1) Record copy of Internal Revenue Service Tax • United States Internal Revenue Annual Taxes March 1870 Forms with related instructions Detailed statement of Income, Gains, 12 and Profits (1870) Disposition: PERMANENT. Transfer to the • Carriages, Gold Watches, Billiards National Archives when 25 years old. Tables, Gold and Silver Plate: Schedule A—Section 100, Act June 30, 1864 (2) Background files for each Tax Form including working papers, justifications, marked proofs, 6/15/2022 E. Hidalgo approvals, public comments, and control documentation (a) Files for Form 1040 series and accompanying schedules, Form 1120 series and Form W – series (e g W-2) Disposition: PERMANENT. Cut off at the end of the tax year. Transfer to offsite storage when 5 vears old. Transfer to National Archives when 15 vears old. (b) Files for all other external Tax Forms Disposition: TEMPORARY. Cut off annually. Delete/Destroy when 5 years old. (3) Record copy of Internal Revenue Service Taxrelated Form Letters Disposition: TEMPORARY. Cut off obsolete forms at end of Fiscal Year. Delete/Destroy ten years after cut off B. Internal Forms, and Background Case Material (1) Record copy of Internal Revenue Service Internal

Use Forms with related instructions

after cut off.

Disposition: TEMPORARY. Cut off obsolete forms at end of Fiscal Year. Delete/Destroy ten years

(2) Background files for each Internal Use Form

REQUEST FOR RECORDS OSITION AUTHORITY (See Instructions on reverse)		VE BLANK (NARA use only)		
		JOB NUME N1-58-12-04		
	history, instructions for preparation and distribution (Form is placed in inactive file when rescinded, superseded, or rendered obsolete.)  Disposition: TEMPORARY. Cut off annually Delete/Destroy when 5 years old.			

115-109

NSN 7450-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228