

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-58-90-3	DATE RECEIVED 8-31-90
1 FROM (Agency or establishment) DEPARTMENT OF THE TREASURY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION INTERNAL REVENUE SERVICE		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Assistant Commissioner (Collection)			
4 NAME OF PERSON WITH WHOM TO CONFER Anthony B. Cincotta <i>ABC</i> Records Administration HR:F:S:R	5 TELEPHONE EXT. 535-9874	DATE 1/14/92	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 50 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 7/30/90	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan E. Heine</i>	D TITLE Chief, Records Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Records Control Schedule (RCS) 204 for Servicewide Collection function.</p> <p>The attached Records Control Schedule (RCS) 204 covers a description of all records and disposition authorizations for administering the Servicewide Collection function. This schedule also includes all records associated with the receipt and transmittal of tax returns and taxpayer-related documents received in the district Collection Office; the deposit of tax remittances received; and the collection of delinquent accounts and securing of delinquent returns. However, this schedule does not include the Collection function's records kept by Internal Revenue Service Centers.</p> <p>Attachment</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Carol W. Hayes</i> <u>12/10/91</u> <i>Susan E. Heine</i> <u>12/16/91</u> NARA appraiser date Agency representative date</p> <p><i>Copies sent to agency, NN-W, NN-T, NN-X, NCF 1/21/92</i></p>		