

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO N1-58-90-4	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 9-28-90	
1 FROM (Agency or establishment) DEPARTMENT OF THE TREASURY		NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2 MAJOR SUBDIVISION INTERNAL REVENUE SERVICE			
3 MINOR SUBDIVISION Facilities and Information Management Support Division - Records Admin.			
4 NAME OF PERSON WITH WHOM TO CONFER Cheryl Johnson	5 TELEPHONE EXT 535-9877	DATE 3-18-92	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 _____ 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
8/30/90	<i>Mary J. Pittchell</i>	<i>Susan E. Heine</i> Chief, Records Administration

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	RECORDS CONTROL SCHEDULE (RCS) 206 FOR SERVICE CENTERS The records covered by this request for Records Control Schedule 206 for IRS Service Centers are created and maintained in Internal Revenue Service Centers in carrying out their functions pertaining to revenue collection and accounting; processing, analysis and disposition of tax returns, tax information and documents and related records; mailing of tax forms, transcription of statistical information, and preparation of special reports.		WITHDRAWN

Manual Transmittal	Department Of The Treasury	Internal Revenue Service	1(15).59.26
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Purpose

This transmits new text for IRM 1(15)59.26, Records Control Schedule 206 for Service Center Records.

Material Transmitted

EXHIBIT 100-3 including revised text and disposition for items 19 (1) (a), 118 2 (a) (b), 160 (2) (a), 166 (2) (a), 174 (1) (a), 174 (2) (a).

NATURE OF CHANGES

Item 19 (1) (a). Magnetic Media Management Records. The retention period has been increased from 1 year to 2 years to be consistent with instructions in IRM 2800, Magnetic Media Management.

Item 118 2 (a) (b). Disposition for Master File, Duplicate copies include a provision to retire to the Federal Records Center 3 years after end of processing year. Destruction changed from 2 years to 6 years after end of processing year.

Item 153. Refund Stop Payment or Reissuance of Replacement Check or Bond records. Retention period increased from 1 year to 3 years to fulfill research requirements. Form 1184 identified in the text.

Item 160 (2) (a). Disposition for Trial Balance Registers, where audit is not required by Regional Inspector's Office includes a provision to Retire to the Federal Records Center 2 years after the end of the processing year. Destruction changed from 2 years to 4 years after end of processing year.

Item 166 (2) (a). Disposition for Revenue Reports and Accounting Control Records, Accounting work copies includes a provision to Retire to the Federal Records Center 2 years after end of reporting year. Destruction changed from 1 year to 3 years after end of processing year.

Item 174 (1) (a). Disposition for Accounting Reports, Record Copy includes a provision to Retire to the Federal Records Center 2 years after end of reporting year. Destruction changed from 1 year to 3 years after end of reporting year.

Item 174 (2) (a). Disposition for Accounting Reports, All Other Copies includes a provision to Retire to the Federal Records Center 2 years after no longer needed in current operations. Destruction changed from destroy when no longer needed in current operations to destroy 3 years after no longer needed in current operations.

Robert Brazzil
Director, Facilities and
Information Management Support

19. ~~Magnetic Media Management Records.~~

- (1) ~~Semiannual and Annual Inventory Records and Reports, Monthly inventory Reports, Missing and Destroyed Media Records (including Forms 3220 used with Transactions Code 1 for addition or deletion of tapes and disks.~~ NC1-58-82-9
ITEM 19
- (a) ~~DESTROY 2 years after end of processing year.~~ NC1-58-85-10
ITEM 19
- (2) ~~Forms 3220 (except Transaction Code 1), Expired Retention Modifications.~~
- (a) ~~DESTROY 2 years after end of processing year.~~
- (3) ~~Weekly Master Listing, Weekly job Run-File Listings.~~
- (a) ~~DESTROY 1 month after the end of processing month.~~
- (4) ~~Scratch Lists, Tape Cleaning Lists, Unpostables Lists.~~
- (a) ~~DESTROY 1 month after completion of action.~~
- (5) ~~Daily Master Listing.~~
- (a) ~~DESTROY 1 week after processing week.~~

~~118. Document Register-Block and Selection.
(1) Used to establish and maintain control
of documents (blocks listings) for
returns and related documents.~~

*Job No. NCI-58-82-9
Item 118*

~~(a) Master File~~

~~1. Original Copy~~

~~(a) DESTROY when related
returns are destroyed.~~

~~2. Duplicate Copy~~

~~(a) RETIRE to Federal
Records Center 3
years after end of
processing year.~~

~~(b) DESTROY 6 years
after end of processing
year.~~

Volume on hand:
75 cu ft
Annual volume:
16 cu ft

~~(b) Non-Master File.~~

~~1. Original Copy~~

~~a. DESTROY when related
returns are destroyed.~~

~~2. Duplicate Copy~~

~~(a) RETIRE to Federal Records
Center 2 years after end
of processing year.~~

*a. Destroy 30 years
after end of processing year*

~~(2) Document Remittance Register
(Form RPS 813) identifies
documents and remittances
processed through the
Remittance Processing System.~~

NCI-58-82-9

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- (a) Original Copy
1. DESTROY when related returns are destroyed.
- (b) Duplicate Copy
1. RETIRE to Federal Records Center 1 year after end of Item 118 processing year.
 2. DESTROY 6 years after end of processing year.
- (3) Encoder Tapes and Logs. and Lockbox Lister Tapes. N1-58-87-6
Item 118
- (a) DESTROY 6 years after end of processing year.
- (4) Block and Selection Record (Form 1332). Identifies returns and related documents without remittance.
- (a) Original Copy.
1. DESTROY when related returns are destroyed.
- (b) Duplicate Copy used to transmit SS-4 Forms.
1. DESTROY when related SS-4 Forms are destroyed.

153. Refund Stop Payment or Reissuance of Replacement Check or Bond records relating to refunds, stop payments, errors in name or designation of payee, remailing of checks or bonds etc. (Form 1184, Request For Stop Payment)

*Job No NC 1 - 58-55-10
Item 153*

(1) DESTROY 3 years after case is closed.

160. Trail Balance Registers

NN-170-16
ITEM 86

(1) Where audit is required.

(a) DESTROY 2 years after completion of audit by Regional Inspector's Office.

(2) Where audit is not required by Regional Inspector's Office.

~~(2) Where audit is not required
by Regional Inspector's Office.~~

~~(a) RETIRE to Federal Records
Center 2 years after end
of processing year.~~

~~(b) DESTROY 4 years after end
of processing year.~~

Volume on hand
79 cu ft

Annual volume:
15 cu. ft

~~166. Revenue and Accounting
Control Records relating
to the processing of
remittances.~~

NC1-58-85-10
Item 166

~~(1) official file copy
(record copy)~~

~~(a) DESTROY after audit
by General Accounting
Office or when 3 years
old, whichever is earlier.~~

~~(2) Accounting Work Copies.~~

~~(a) RETIRE to Federal Records
Center 2 years after end
of reporting year.~~

~~(b) DESTROY 3 years after end
of reporting year.~~

Volume on hand:
31 cu ft.

Annual volume:
16 cu ft

~~174. Accounting Reports not
covered elsewhere in this
schedule and which are not
subject to GAO onsite audit.~~

NC1-58-85-10
Item 174

~~(1) Record Copy.~~

~~(a) RETIRE to Federal Records
Center 2 years after end
of reporting year.~~

Total
Volume on hand:
5 cu. ft.

Total
Volume to transfer
annually:
3 cu ft.

(b) DESTROY 3 years after end
of reporting year.

(2) All Other Copies.

NN-170-16
ITEM 89

(a) RETIRE to Federal Records
Center 2 years after no
longer needed in current
operations.

(b) DESTROY 3 years after no
longer needed in current
operation.