

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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|--|---|
| LEAVE BANK | |
| JOB NO | |
| NC 1 58 78 1 | |
| DATE RECEIVED | 25 NOV 1977 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| Date | 11-28-77 <i>James E. O'Neil</i> Archivist of the United States |

TO **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
 Treasury Department

2. MAJOR SUBDIVISION
 Internal Revenue Service

3. MINOR SUBDIVISION
 Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
 Roy Shiflett

5. TEL EXT
 376-0593

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

| | | |
|----------|---------------------------------------|--|
| C. DATE | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| 11/23/77 | <i>Ross H. Johnson</i> | Program Manager, Records Management Program |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|--|----------------------|------------------|
| 1. | The records covered by this request (Records Control Schedule 206) are created or maintained in Internal Revenue Service Centers in carrying out their functions pertaining to revenue collecting and accounting; processing, analysis, and disposition of tax returns, tax information documents and related records; mailing of tax forms, transcription of statistical information, and preparation of special reports. | | |
| | 1. <u>Income Tax Returns Filed by Individuals, Partnerships and Fiduciaries (excludes Forms 1040A),</u> with related schedules, correspondence, audit reports, work papers and other documents attached to the return or considered a part of the administrative file, regardless of whether the documents are physically with the return or maintained in an attachment file. | | |
| | (1) Returns filed in original blocks in account number, original document locator number sequence, or renumbered in document locator sequence on or before December 31. | | |
| | (a) DISPOSE 7 years after April 16. | | |
| | (b) RETIRE to Federal Records Center beginning January 2 through March 31 following the year in which returns were numbered and processed. | | |

115-107

Sent to agency - 11/30/77

11CW, all FRC's = 12/5/77

10/10/77