

17 Dec 81 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK	
JOB NO	NC1-58-82-3
DATE RECEIVED	December 18, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	1-13-82 <i>R. McWare</i> 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 2 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 12-16-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. Graham</i>	E. TITLE Program Manager Records Management Program
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	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 collection 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.		
RCS-206:			
55(4)(a)	Individual Income Tax Returns (Forms 1040A) Penalty Files. DESTROY 6 years and 9 months after the end of the calendar year in which case closed. RETIRE to Federal Records Center July 1 through September 30 following the year in which returns were renumbered in the penalty or supplemental series.	NC1-58-80-6	
56(2)(a)	Income Tax Return Filed by Individuals, Partnerships and Fiduciaries (Form 1040). Penalty Files. DESTROY 6 years and 9 months after the end of the calendar year in which case closed.	NC1-58-80-6	

Copy to Agency

115-107 Mass Data Change Sheet will be forwarded 2 times with printed change to FARCs when rec'd. on NCD. At 1-11-82. (Prescribed) 1-26-82. R. P.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56(2)(a) Cont'd	RETIRE to Federal Records Center July 1 through September 30 following the year in which returns were renumbered in the penalty or supplemental series.		