

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. NCL-58-85-5	DATE RECEIVED 2-05-85
1. FROM (Agency or establishment) Treasury Department		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Facilities Management Division PM:S:FM:O			
4. NAME OF PERSON WITH WHOM TO CONFER Marcella Weston	5. TELEPHONE EXT. 566-9711	DATE 2/28/85	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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; 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 1-30-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Chief, Records and Reports Management Section
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
59.	<p>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.</p> <p>Income Tax Index Cards (Official Record Copies). Index cards used as a cross-reference to income tax returns, assessment lists, Unit Ledger Cards (ULC's), and other documents. (No longer accumulating at the service center).</p> <p>(1) Index cards for individual, partnership and fiduciary income tax returns, and other miscellaneous returns. (a) DESTROY as the referenced tax returns have been destroyed. (Provision to retire to FRC has been deleted.)</p> <p>(2) Index Cards for Corporation Income Tax Returns (1917-1948). (a) Index Cards for 1917. 1 DESTROY 75 years after end of processing year.</p>	II-NN-3239, Item 1 & NCL-58-80-6, Item 59	3 items

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JOB NO.

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<p>RCS 206 Cont'd.</p> <p>258.</p>	<p>IDRS Employee Number Folder, containing backup documents for various inputs to IDRS, i.e., Forms 3177, 2424, 2363, 2650, and 4256. (1) DESTROY 12 months after the date of IDRS input.</p> <p>(Provision to retire to FRC has been deleted.)</p>		