

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	NC 1 58 77 2
DATE RECEIVED	3 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-8-77 <i>Date</i>	<i>James B. Hooker</i> <i>Archivist of the United States</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 3 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 3/1/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</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
1.	<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><u>Quality Review Forms, Reports and Records.</u></p> <p>(1) Forms 3926, 3927 and 4687. (a) DISPOSE 1 year after current quarter.</p> <p>(2) Weekly Summary Report, Weekly Unit/Group Report, and Periodic Defect Frequency List (Effective 7/1/77). (a) DISPOSE 1 year after current quarter.</p> <p>(3) Individual Review Listing (IRU). (a) DISPOSE 6 months after current quarter.</p> <p>(4) Sample Control and Error Logs.</p>	<p>Add to NC1-58-76-9 4-28-76 <i>Hooker</i></p>	

Sent to agency, NNF, NPRC, and all FRC's - 3/10/77

B. Plama

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 (Cont'd)	(a) DISPOSE 2 years after current quarter. (5) Forms 3926, 3927 Invalid Data Listings. (a) DISPOSE after corrections post. (6) Selected Cum Records and Master ID File. (a) DISPOSE old listing when new listing is printed.		
2. <i>Jan 266</i>	<u>IDRS Generated Refund Report (Daily)</u> . Contains information <i>new item</i> used by Accounting to prepare Form 1166, Voucher and Schedule of Payments, which accompanies the IDRS Generated Refund Tape to RDO. (1) "Paid" Copies (a) DISPOSE 10 years after end of processing year. (b) RETIRE to Federal Records Center 3 years from closing date of last period audited. (2) Suspense Copies. (a) DISPOSE when no longer needed in current operations except when used in lieu of "Paid" copy.	<i>new item</i>	
3.	<u>IDRS Net Tax Refund Report (Daily)</u> . Contains total amounts by district and totalled for service center of DONS Generated Refunds used by Accounting to compile a monthly report. (1) Official File Copy (Record Copy). (a) DISPOSE after audit by General Accounting Office or when 3 years old, whichever is earlier. (2) Accounting Work Copies. (a) DISPOSE 2 years after end of reporting year.	<i>new item</i>	
4.	<u>D. O. CHK64 (Release of Undelivered Refund Check) Listing</u> . Provides the service center a listing of undelivered refund checks released by the district offices. <i>new item</i> (1) DISPOSE as soon as CP31/231 Listings have been annotated.	<i>new item</i>	

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5.	<p><u>IDRS Block Proof Listing.</u> A Listing of the blocks of transactions produced each day by IDRS. Used by files to allocate space and insure receipt of the IDRS Transaction Records (Form 5147).</p> <p>(1) DISPOSE 1 year after end of processing year.</p>	<i>new & team</i>	
6.	<p><u>IDRS Transaction Records.</u> These records represents many types of transactions processed to the Master File via IDRS.</p> <p>(1) DISPOSE at the same time as the related source documents.</p>	<i>new & team</i>	