

770736

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-58-77-13
DATE RECEIVED	26 SEP 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	10-11-77 James E. O'Neil Acting 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 \_\_\_\_\_ 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 9/8/77	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>FEDERAL TAX DEPOSIT (FTD) FORMS OR EQUIVALENT DOCUMENTS</u></p> <p>Used by taxpayers to deposit Federal Taxes with a Commercial Bank, Depository for Federal Taxes, or with a Federal Reserve Bank.</p> <p>FTD Error Registers and Delete Lists. (1) Includes: (a) FTD Error Registers. Prepared and used at the service center to perfect transaction records prior to forwarding to Master File. (b) FTD Error Delete Lists. A list of items that cannot be corrected from the Error Register and must be deleted for the accounting function to correct and reinput. (2) DISPOSE after 60 days, or when no longer needed in current operations, whichever is later.</p>	NC1 58 77 6 NN-169-22	

sent to agency. NINE, NCW, all FRO's 32 items  
10/13/77 JD

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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
2.	<p>FTD Block Out of Balance (BOOB) Listing and Summary. A record of blocks that fail to pass other validity checks.</p> <p>(1) Listing.  (a) DISPOSE 6 months after data has been converted to good tape.</p> <p>(2) Summary.  (a) DISPOSE 1 year after date of listing.</p>		
3.	<p>FTD Block Out of Balance (BOOB) Delete List. A list of blocks that cannot be corrected from the BOOB Register and must be deleted, corrected and reinput.</p> <p>(1) DISPOSE 6 months after data has been converted to good tape.</p>		
4.	<p>FTD Control Record List and Summary. Replaces the Control Card List and Tape Data Control Sheet of the BMF Operations.</p> <p>(1) List.  (a) DISPOSE 18 months after end of processing year or 1 year after internal audit of operations and accounts, whichever is later.</p> <p>(2) Summary.  (a) DISPOSE 3 years after end of processing year unless the supervisory auditor at the service center asks for them to be retained for a longer period.</p>		
5.	<p>FTD Invalid Posting Transcripts. A daily listing of all invalid Control Records which will not post to the Service Center Control File (SCCF).</p> <p>(1) DISPOSE 6 months after end of processing year.</p>		
6.	<p>Variance Reports.</p> <p>(1) Includes:  (a) TCR Variance Report. A Listing showing transmittal Control Records (TCR) extracted whenever the Service Center's deposit date is earlier than the FRB's deposit date.  (b) FTD Variance Report. A report produced to indicate variances between FTD payment dates and the deposit date of the related transmittal.</p> <p>(2) Daily Variance Reports.  (a) DISPOSE after end of month following the month in which the report is produced.</p> <p>(3) Monthly Variance Reports.  (a) DISPOSE after the quarterly report is produced.</p> <p>(4) Quarterly Variance Reports.  (a) DISPOSE 1 year after date of report.</p>		

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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
7.	<p>FTD System Transmittals.</p> <p>(1) Includes:</p> <p>(a) Missing FRB Transmittals. A daily listing printed after 7 days lag from SC received date indicating the SC record had posted to SCCF but the FRB record has not.</p> <p>(b) Missing Service Center Depository Transmittals. A daily listing printed after 7 days lag from the FRB Day Batch date indicating the FRB verification record has established a SCCF module but the related SC record has not yet posted.</p> <p>(c) Matched Unclassified Transmittals. A daily listing printed after a 7 days lag from SC received date indicating all transmittals either in BOOB status or transcribed and under control but not processed to completion for which there is also an FRB verification record.</p> <p>(d) FRB/Depository Transmittal Amounts Difference. A listing indicating that both a SC record and an FRB record have posted to SCCF but transmittal amounts are not equal.</p> <p>(2) DISPOSE 6 months after date of listing or when no longer needed in current operations, whichever is later.</p>		
8.	<p>Block Completion List. A monthly report of SCCF modules which meet all the criteria for a closed module to be removed from the current SCCF and placed on the historic SCCF.</p> <p>(1) DISPOSE 2 years after end of processing year.</p>		
9.	<p>Commercial Bank Address File. A list of all depositaries transmitting FTD forms to that service center.</p> <p>(1) DISPOSE when an updated listing has been received and verified to be accurate.</p>		
10.	<p>Historic SCCF Analysis Report and Special Transcripts. A monthly report which provides management information regarding timeliness of processing FTD's.</p> <p>(1) Report.</p> <p>(a) DISPOSE 1 year after it is produced.</p> <p>(2) Transcripts.</p> <p>(a) DISPOSE after review is completed.</p>		

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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
11.	<p>Month End Unconfirmed Classified Report and Summary. A listing and summary of modules that have been classified but for which no FRB verification record has been received.</p> <p>(1) List.</p> <p>(a) DISPOSE 30 days after date of listing.</p> <p>(2) Summary.</p> <p>(a) DISPOSE 3 years after end of processing year unless the supervisory auditor at the service center asks for them to be retained for a longer period.</p>		
12.	<p>NMF FTD Release List and Summary. A listing of those FTD's applicable to Form 1042 returns, which is generated in the TEP runs for transaction records to be transferred to the Philadelphia Service Center. The Summary to be used as a tape release.</p> <p>(1) List.</p> <p>(a) DISPOSE 18 months after end of processing year or 1 year after internal audit of operations, whichever is later.</p> <p>(2) Summary.</p> <p>(a) DISPOSE 3 years after end of processing year unless the Supervisor Auditor at the service center asks for them to be retained for a longer period.</p>		
13.	<p>FTD TEP Good Tape Release List and Summary. A daily listing identifying each TLN and the related count and amount for transactions placed on the transaction tape to be sent to NCC. The Revenue Receipts Summary is used as a tape release.</p> <p>(1) List.</p> <p>(a) DISPOSE 18 months after end of processing year or 1 year after internal audit of operations, whichever is later.</p> <p>(2) Summary.</p> <p>(a) DISPOSE 3 years after end of processing year unless the Supervisor Auditor at the service center asks for them to be retained for a longer period.</p>		
14.	<p>FTD TEP Mismatch List. A list printed for all discrepancies and non-matches between either release records, delete records, or manual deletion cards and the good tape FTD block.</p> <p>(1) DISPOSE 18 months after end of processing year or 1 year after internal audit of operations and accounts, whichever is later.</p>		

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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
15.	<p>FTD SCCF Generated Delete List. A listing of all blocks deleted from the good tape transaction tape because of discrepancies between control records and the SCCF.</p> <p>(1) DISPOSE 18 months after end of processing year or 1 year after internal audit of operations and accounts, whichever is later.</p>		
16.	<p>SCCF Special Transcript List. A transcript of selected SCCF modules used for analysis purposes.</p> <p>(1) DISPOSE 60 days after date of listing or when no longer needed in current operations, whichever is later.</p>		
17.	<p>FRB Day Classified Report. A computer generated report that reflects the matching of FRB verification records for a specific day with the commercial bank transmittals input. The report lists the tax classification of those items matched and classified, each item where adjustments to the block are required, the verification cards input where there is no matching commercial bank transmittal on the SCCF and the amount on the SCCF not yet classified.</p> <p>(1) DISPOSE 3 years after end of processing year unless the Supervisory Auditor at the service center requests that they be retained for a longer period.</p>		
18.	<p>Subsequently Classified for FRB Day Report. A report reflecting subsequent classification of those items reported as unclassified on the FRB Day Classified Report.</p> <p>(1) DISPOSE 3 years after end of processing year unless Supervisory Auditor at the service center asks for them to be retained for a longer period.</p>		
19.	<p>Tax Transfer Voucher (Form 2158). Transfer Vouchers used to transfer NMF Form 1042 transactions to the Philadelphia Service Center.</p> <p>(1) DISPOSE 6 years after internal audit of accounts.</p>		
20.	<p><i>(a) Retire to FRC one year after internal audit of accounts.</i></p> <p>Deposit Tickets (Form 215) and Debit Vouchers (Form 5504).</p> <p>(1) DISPOSE 3 years after close of processing year.</p>		
21.	<p>Federal Reserve Bank Day Classified Report Balancing Proof (Form 5804). A <del>permanent</del> <sup>verified</sup> record attached to the report showing it was a balanced report.</p> <p>(1) DISPOSE 3 years after close of processing year.</p>		

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22.	Subsequent Day Classified Report Balancing Proof (Form 5805). A form used if there is any classified amount shown on the report or if there is any change to the unclassified totals. (1) DISPOSE 3 years after close of processing year.		
23.	Microfilm of FTD Cards. (1) Research Microfilm. (a) DISPOSE 3 years after close of processing year. (2) Record Microfilm. (a) DISPOSE 3 years after close of processing year. <i>(b) Retire to FRC 90 days after creation and verification.</i>		
24.	FRB Verification Card List and Cards Received from the FRB's. Cards and Lists showing individual advices of credit which total to their related deposit ticket. (1) Listing. (a) DISPOSE 6 months after FRB date or when no longer needed in current operations, whichever is later. (2) Cards. (a) DISPOSE after data has been converted to magnetic tape and FRB Batch Day Closed.		
25.	FTD Control Registers. A number of manually prepared control registers used to isolate the various segments of the FTD system for the statement of classified collections for Revenue Receipts Reporting and for balancing information to insure the integrity of the system. (1) DISPOSE 10 years after end of processing year. <i>(2) Retire to FRC 3 years after internal audit of the FTD operations.</i>		
26.	Daily Wire. Transmitted daily to Treasury reflecting classified data balanced to data reported by the FRB using data from the Classified Reports, confirmed and adjustment Forms 215 and 5504. (1) DISPOSE 60 days after day of preparation or when no longer needed in current operations, whichever is later.		
27.	FTD Adjustment Action Report (Form 5526). A request used to notify the FRB when an adjustment is being made to the commercial banks original advice of credit. (1) Regular Adjustments. (a) DISPOSE 6 months after date of confirmation from the FRB. (2) Other Adjustments. (a) DISPOSE 3 years after date of confirmation from the FRB for dishonored checks, credit reversals and credit additions.		

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28.	<p>Federal Tax Deposit (FTD) Forms or equivalent documents used by taxpayers to deposit Federal Taxes with a commercial bank, Depository for Federal Taxes, or with a Federal Reserve Bank.</p> <p>(1) FTD Forms or equivalent documents (hard copy).                      (a) DISPOSE 6 months after microfilming and film verified correct.</p> <p><del>(2) Research Microfilm.</del>  <del>(a) DISPOSE 9 years after list year.</del></p>		