

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG 58</i>	
DATE RECEIVED FEB 21 1973	JOB NO. 44-8730052
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 "with-drawn" in column 10.	
3-8-73 <i>James B. Rhoads</i> Date <i>Archivist of the United States</i>	

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Service Centers

4. NAME OF PERSON WITH WHOM TO CONFER
Ross H. Thomson

5. TEL. EXT.
184-6711

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

2-16-73 *Richard E. Simko* Acting Chief, Information Sys. Br.
(Date) (Signature of Agency Representative) (Title)

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 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. <i>Previously kept 2 yrs.</i>	Work Measurement Reports. Employee time records, reports, schedules, machine control documents, worksheets and equivalent documents. DISPOSE 60 days after data has been recorded and balanced.		
✓ 2. <i>was 2 yrs.</i>	Quality Review Records. DISPOSE 3 weeks after date entry on form.		
✓ 3. <i>was annually after final rpt.</i>	Quality Review Defect Lists. DISPOSE when published document is obsoleted by transmittal.		

26 items

*To NMF 21 Feb 73
Ret w/o objection 27 Feb 73*

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4.	Quality Alert Notices. DISPOSE 1 year after date entry of final action.		
<i>✓</i> 5. <i>was 2 yrs. after close</i>	Internal Control Files. Card files, tickler files, and other types of files used to record action taken and control workflow (not covered elsewhere in this Schedule). DISPOSE after 2 years or when no longer needed in current operations.		
6.	Resident Programmer Analysts (RPA) Records. DISPOSE 1 year after superseded or when no longer needed in current operations.		
<i>✓</i> 7.	Individual Income Tax Returns (Forms 1040A) with related 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. (Forms 1040A were consolidated with Forms 1040 beginning with Tax Year 1969 and reinstated beginning with Tax Year 1972). (a) Returns filed, numbered or renumbered in document locator number sequence April 16 through June 30. DISPOSE 6 years after numbering and processing beginning July 1. (b) Returns filed, numbered or renumbered in document locator number sequence—July 1 through December 31. DISPOSE 6 years after end of processing year.		
8.	Unsigned and Undeliverable Tax Returns which are not processed or numbered. DISPOSE 3 years after end of processing year.		

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R 9.	Estate Tax Returns (Originals). Includes related schedules, correspondence and documents such as wills, affidavits of appraisals, trust agreements, power of attorney, briefs, etc. and any related gift tax return filed by decedent. <i>R.P. NN-467-23 Item 3(e)</i> <u>RETAIN</u>		
✓ was 4 years	10. Schedule A (Form 940) certified as agreeing with records of the states or falling within prescribed tolerances. DISPOSE 30 days after receipt.		
was 3 years	11. Examination Records Processed for Non-Master File Returns, no returns attached. DISPOSE 3 years after end of processing year.		
	12. Declarations of Receipts of Political Contributions. DISPOSE on April 15, 5 years following the year date on upper right hand side of forms.		
✓ was 2 yrs.	13. Discovered Remittance Lists. Listing used to record and control cash remittances discovered in mail extraction and remittance documents (including cash) discovered in areas outside of mail extraction. DISPOSE 1 year after end of processing year.		
✓ was 6 yrs.	14. Encoder Tapes and Logs DISPOSE 3 years after end of processing year.		
✓ was 1 yr after premium year	15. Payment Tracers. DISPOSE 1 year after payment tracer is closed.		

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✓ 16.	<p>IMF Accounts Register. Weekly printout on microfilm, replacing the Index Registers, Settlement Registers and Outstanding Balance List as of January 1, 1968. Generally, each time some activity occurs in an entity or tax module, all postings to that module will appear on the weekly accounts register. Each accounts register record is, in effect, a specific transcript of the module. The accounts register is in order by account number within district office and is printed for each district within a region in SSN order and within validity digit sequence. Weekly registers, for a variable number of cycles, are combined into a cumulative accounts register on a four-week basis.</p> <p>(a) Copies of IMF Monthly Cumulative Accounts Registers required for research. DISPOSE 3 years after end of processing year, or when no longer needed in current operations.</p>		
✓ 17.	<p>IMF Reference Register. Microfilm index to the Cumulative IMF Accounts Register. Register contains references pertaining to entities and tax periods on master files by indicating the cycle number of the last cumulative accounts register on which an entity or tax period was last shown. Register is printed for each district within a region in SSN order and within validity digit sequence. Reference register is updated every four weeks on a cumulative basis.</p> <p>(a) <u>First and last</u> IMF Cumulative Reference Registers (record copies). DISPOSE 30 years after end of processing year.</p> <p>(b) Copies of <u>first and last</u> IMF Cumulative Reference Registers required for research. DISPOSE 3 years after end of processing year.</p> <p>(c) IMF Registers produced during a year other than the <u>first and last</u> produced for the year. DISPOSE upon receipt of the next cumulative register four cycles later.</p>		

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✓ 18. <i>was 5 yr.</i>	<p>IMF Retention Register. Contains all entity and tax modules removed from the master file.</p> <p>(a) Copies required for research. DISPOSE 3 years after end of processing year, or when no longer needed in current operations.</p>		
✓ 19. <i>was 5 yr.</i>	<p>IMF Settlement Register. Production of this register was terminated as of January 1, 1968, when the IMF Accounts Register was instituted. Each weekly register contained transactions posted to the master file accounts during the preceding week and was identified with the type of file, assessment date, cycle number, and refund schedule number.</p> <p>(a) Copies required for research. DISPOSE 3 years after end of processing year or when no longer needed in current operations.</p>		
✓ 20. <i>was 30 yr.</i>	<p>IMF Index. Production of this index was terminated as of January 1, 1968, when the IMF Accounts Register was instituted. This index was prepared in Social Security Number sequence by district office. <u>Identical information on the IMF Microfilm Index Tapes produced from January 22, 1966 through December 30, 1967, can be obtained from the first IMF Accounts Register or the first IMF Retention Register.</u></p> <p>(a) Annual Index (microfilm record copy), Copies of Annual Index required for research, Supplemental Index, Cumulative and Monthly Indexes. DISPOSE immediately.</p>		
✓ 21.	<p>BMF Accounts Register. Microfilm printout on a weekly basis starting after July 1, 1968. The BMF Accounts Register replaces the BMF Index Register, Settlement Register, and the Outstanding Balance List. Each cycle an entity or tax period is active, all postings to that period will appear on the weekly accounts register. The accounts register for that cycle is merged with the accounts register for the next cycle. Thus, these cycles are accumulated for a series until a final accumulation is made on a four-week basis. Each taxpayer on the register is listed by tax period, within Master File Tax</p>		

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<p><i>was 5 yrs.</i></p> <p>✓ 22.</p> <p><i>was 5 yrs.</i></p> <p><i>asked</i></p> <p>✓ 23.</p> <p><i>was 5 yrs.</i></p>	<p>(MFT) Code, within EIN. The sequence will be by region, district, EIN, MFT and tax period.</p> <p>(a) Copies of BMF Monthly Cumulative Registers required for research. DISPOSE 3 years after end of processing year, or when no longer needed in current operations.</p> <p>BMF Reference Register. Microfilm index to the cumulative BMF Accounts Register. Reference register is produced in account number with district office sequence and lists the cycle number in which a tax module last appeared in a cumulative register. Reference register is updated every four weeks on a cumulative basis.</p> <p>(a) <u>First and last</u> BMF Register of year (record copies). <u>RETAIN.</u></p> <p>(b) Copies of <u>first and last</u> BMF Reference Register of year required for research. DISPOSE 3 years after end of processing year, or when no longer needed in current operations.</p> <p>(c) BMF Reference Registers produced during a year other than the <u>first and last</u> produced for the year. DISPOSE upon receipt of the next cumulative register four cycles later.</p> <p>BMF Settlement Register. Production of this register was terminated as of July 1, 1968, when the first BMF Accounts Register was produced. Weekly registers contained transactions posted to the master file accounts during the preceding week. There was no consolidation of these weekly registers into cumulative listings.</p> <p>(a) Copies required for research. DISPOSE 3 years after end of processing year, or when no longer needed in current operations.</p>		

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✓ 24. <i>was retained</i>	<p>BMF Index. Production of this index was terminated as of July 1, 1968, when the BMF Accounts Register was produced. This index was prepared in EIN sequence by district office and was designed to present all activity applied to the taxpayer's account on a class of tax period basis. <u>Identical information on the BMF Microfilm Index Tapes produced from February 13, 1965 through June 22, 1968 can be obtained from the first BMF Accounts Register or the first BMF Retention Register.</u> (<i>Retained by 22a and 25a</i>)</p> <p>(a) Annual and Cumulative Supplemental Indexes (record copy), copies of Annual and Cumulative Supplemental Indexes required for research, Cumulative (Temporary) and Monthly Indexes. DISPOSE immediately</p>		
25.	<p>BMF Retention Register. Contains all entity and tax modules removed from the master file.</p> <p>(a) Record copy. <u>RETAIN</u></p> <p>(b) Copies required for research. DISPOSE 3 years after end of processing year, of <u>when</u> no longer needed in current operations.</p>		
✓ 26. <i>was 30 m.p.</i> <i>Same</i>	<p>Federal Tax Deposit Registers (FTD). (Name Control, EIN Register, Amount Register) Listing of FTD payments received by the Service in the National Computer Center. All FTD payments are forwarded to the NCC on magnetic tape by the Office of the Treasurer of the U.S. Payments are listed in three separate sequences to provide research sources for tracing and identifying FTD payments.</p> <p>(a) Name Control and EIN Registers.</p> <p>(1) Cumulative Registers (Record copy). DISPOSE 2 years after end of processing year.</p> <p>(2) Weekly and Monthly Registers. DISPOSE upon receipt of cumulative quantity register.</p>		

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<i>Was copy.</i>	(b) Amount Register. (1) Cumulative Registers (Record copy). DISPOSE 5 years after end of processing year. (2) Weekly and Monthly Registers. DISPOSE upon receipt of cumulative quantity register.		