

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-58-89-2

DATE RECEIVED

12/13/88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

Dept. of Treasury

2. MAJOR SUBDIVISION

Internal Revenue Service

3. MINOR SUBDIVISION

Facilities & Information Mgt. Support Division

4. NAME OF PERSON WITH WHOM TO CONFER

Marcella Weston

5. TELEPHONE EXT.

535-9874

DATE

4/21/89

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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; 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

11/20/88

Susan E. Heine

Chief, Records Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	The records in this request are covered by Records Control Schedule 206 - Service Centers.		
55	Deleted.		
56	Reference to Forms 1040-A, 1040-EZ and new Form 1040-OCR has been added.	NC1-58-85-15	Item 1(c)
75	Deleted. Now covered in IRM 1279.		
98	Language clarified. Reference to Forms 8596 and 8596-A have been deleted.	NI-58-87-6	Item 98
188	Disposition changed to destroy 2 years after the end of the processing year.	NC1-58-85-10	Item 188
280	Alphabetic File of Excess Collections File (XSF) Supporting Documentation. File consists of Forms 8766, Excess Collections File (XSF) Worksheet; Forms 8765, Excess Collections File Application; miscellaneous documents, etc. (1) RETIRE to the Federal Records Center 1 year after closed (listed on XSF Dropped Listing). (2) DESTROY 5 years after end of the processing year.	New	

*Copies sent to agency,
NCF, NNT 5/2/89*

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281	<p>Excess Collections File (XSF) Analysis. Daily inventory, cumulative for the month, of activity on XSF. Items are listed by district and show the previous balance, new balance, and cumulative totals. After inventory is checked and adjusted, listing becomes obsolete.</p> <p>(1) Accounting Branch, Excess Collections Function copy.</p> <p>(a) Daily Analysis</p> <p>1 DESTROY after end-of-month balancing operations.</p> <p>(b) Monthly Analysis</p> <p>1 DESTROY 18 months after the end of the processing year or 1 year after internal audit of operations and accounts, whichever is earlier.</p>	New	
282	<p>Excess Collections File (XSF) Dropped Listing. A permanent record of the XSF produced as items are aged from the XSF or after closing action. The Dropped Listing is used to purge the open alphabetical (paper) back-up file of unidentified remittances and to research credits which are no longer on IDRS.</p> <p>(1) Accounting Branch, Excess Collections Function copy.</p> <p>(a) RETIRE to the Federal Records Center 18 months after the end of the processing year.</p> <p>(b) DESTROY 7 years after the end of the processing year.</p> <p>(2) Accounting Branch, Journal Function copy.</p> <p>(a) DESTROY after 60 days.</p>	New	
328	<p>(3) Consolidated Transcripts (FTD Listings). A list generated by National Computer Center showing the overflow of Federal tax deposits existing in taxpayer's module.</p> <p>(1) RETIRE to the Federal Records Center 7 years after the end of the processing year.</p> <p>(2) DESTROY 10 years after the end of the processing year.</p>	New	

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336	<p>NMF FTD Release List and Summary. A listing of those FTDs applicable to Form 1042 returns, which is generated in the Tape Edit Processor runs for transaction records to be transferred to the Philadelphia Service Center. The Summary will be used as a tape release.</p> <p>(1) List</p> <p>(a) DESTROY 3 years after the end of the processing year or 1 year after internal audit of operations, whichever is earlier.</p> <p>(2) Summary</p> <p>(a) DESTROY 3 years after the end of the processing year unless the Supervisory Auditor at the service center asks for them to be retained for a longer period of time.</p>	<p>NC1-58-85-10 Item 311</p> <p>NC1-58-77-13 Item 12</p>	