

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-58-91-1</i>	DATE RECEIVED <i>10-24-91</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE TREASURY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION INTERNAL REVENUE SERVICE		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION ASSISTANT REGIONAL COMMISSIONER (Resources Management)			
4. NAME OF PERSON WITH WHOM TO CONFER ANTHONY B. CINCOTTA RECORDS ADMINISTRATION	5. TELEPHONE (202) 535-3936	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>10-18-91</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE ACTING CHIEF, RECORDS ADMINISTRATION
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">RECORDS CONTROL SCHEDULE 212</p> <p>The records covered by this schedule are created and accumulated in the offices of the Regional Commissioner, and District Director. They also include records of the Assistant Regional Commissioner (Resources Management) and principal administrative offices in the regional office, Resources Management Division and principal administrative offices in districts. They include:</p> <p>(a) records pertaining to Service policy implementation, projections of requirements, procedural improvements, planning and future development of programs and services, surveys of progress and related responsibilities; and</p> <p>(b) administrative records pertaining to the overall administration and operations of these offices.</p>	(NEW ITEMS)	WITHDRAWN

WAGE INFORMATION RETRIEVAL SYSTEM (WIRS) RECORDS

The following records are maintained in the Albany District Office:

1. Forms W-3, W-2 and W-2P Document Image Microfilm.

Microfilm images of paper Forms W-3, W-2 and W-2P filed with the Social Security Administration (SSA). Each image contains a Microfilm Sequence Number (MSN). The microfilm is in MSN order. It is produced by SSA and furnished to the Internal Revenue Service (IRS).

(1) **Retire** to the Federal Records Center 8 years after the end of the processing year.

(2) **Destroy** 15 years after the end of the processing year.

2. Forms W-3, W-2 and W-2P Computer Output Microfilm.

Microfilm images of computerized data from Forms W-3, W-2 and W-2P filed via magnetic media with SSA. These records contain the same information as the Forms W-3, W-2 and W-2P Document Image Microfilm. Each image contains an MSN. The microfilm is in MSN order. It is produced by the SSA and furnished to the IRS.

(1) **Retire** to the Federal Records Center 8 years after the end of the processing year.

(2) **Destroy** 15 years after the end of the processing year.

3. Combined Annual Wage Reporting (CAWR) W-2 Alpha Register (Alpha) and CAWR W-2 Alpha Register Supplement.

A microfilmed index of all employees for whom Forms W-2 and W-2P were filed with SSA but whose records were dropped from IRS processing. The Alpha lists the taxpayer by abbreviated name (last name and first initial), Social Security Number (SSN), MSN and Employer Identification Number (EIN). The Alpha is an annual index in alphabetical order to reference the MSN. It is produced by IRS.

(1) **Retire** to the Federal Records Center 8 years after the end of the processing year.

(2) **Destroy** 15 years after the end of the processing year.

4. CAWR W-2 Tax Identification Number (TIN) Register (TINDEX) and CAWR W-2 TIN Register Supplement.

A microfilmed index of all employees for whom Forms W-2 and W-2P were filed with SSA and whose records were not dropped from IRS processing. The TINDEX lists the taxpayer by SSN, MSN and employer's EIN. The TINDEX is an annual index in SSN order to reference the MSN. It is produced by IRS.

(1) **Retire** to the Federal Records Center 8 years after the end of the processing year.

(2) **Destroy** 15 years after the end of the processing year.

5. Report Employer Listing (REL).

A microfilmed index of all employers filing Forms W-3, W-2 and W-2P with SSA. The REL lists the EIN and associated MSN for each employer. The REL is an annual index in EIN order to reference the MSN. The REL is produced by SSA and furnished to the IRS.

(1) **Retire** to the Federal Records Center 8 years after the end of the processing year.

(2) **Destroy** 15 years after the end of the processing year.