

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NC1-58-85-2	DATE RECEIVED 26 MAR 1985
1. FROM (Agency or establishment) U.S. 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 disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Facilities Management Division		DATE 3/27/85	ARCHIVIST OF THE UNITED STATES <i>Robert W. ...</i>
4. NAME OF PERSON WITH WHOM TO CONFER Raymond A. O'Brien, Jr.	5. TELEPHONE EXT. 566-9711		
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 14 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 MAR 26 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond A. O'Brien, Jr.</i>	D. TITLE Acting for Chief, Records and Reports Management
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>This Request for Disposition Authority covers records created and maintained by the Taxpayer Compliance Measurement Program (TCMP). Enclosed is the TCMP Handbook to provide a further explanation of the Program.</p> <p>The following records series are superseded upon approval of this request:</p> <p>RCS 102, Item 23 (Job No. NC1-58-83-3, Item 7); RCS 112, Item 32(5) (Job No. NN-173-170, Item 32(5)); RCS 112, Item 32(6) (Job No. NC1-58-78-10, Item 32(6)); RCS 116, Items 28 & 29 (Job No. NC1-58-75-1, Items 28 & 29); RCS 118, Items 20 & 25 (Job No. NC1-58-75-1, Items 31 & 38); and RCS 204, Item 44.</p> <p>Concurrence: <i>James G. Dumas</i> Acting for William L. Lefbom Chairman, TCMP Committee</p> <p>MAR 26 1985 Date _____</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>Records Control Schedule for Taxpayer Compliance Measurement Program</u></p> <p>I. <u>Preliminary Planning:</u></p> <p>1. <u>1. Requirements and/or Specifications for Master File Extracts.</u> Textual records created to define data elements from current year and prior year modules which are to be extracted from the Master File for subsequent development of Discriminant Function (DIF) formulas and/or analysis. Official file responsibility: Software Division. a) Destroy when 9 years old. b) Retire to the Federal Records Center 1 year after PRP is superseded or obsoleted.</p> <p>2. <u>2. Survey Scope and Objectives.</u> Memoranda created to initiate a particular TCMP study which, if prepared, defines the scope, objectives, and constraints. Official file responsibility: Research Division. Volume: Less than 1". Arrangement: Phase/Cycle. a) Permanent. b) Retire to the Federal Records Center when 5 years old. c) Offer to the National Archives when 30 years old.</p> <p>3. <u>3. Request for Data Services (RDS).</u> Memoranda requesting Computer Services or Data Center support for a particular project. This document includes the requesting office, request number, title, contact point, requested operational date and priority, scope and objectives, and type of support requested. Official file responsibility: Research Division. a) Destroy when 5 years old.</p> <p>4. <u>4. Approval Memorandum.</u> Memorandum, if prepared, normally addressed to the Deputy Commissioner apprising or requesting approval for TCMP surveys. This document includes the survey objectives, preliminary sample design, cost and staff year estimates, and schedule of major milestones. Official file responsibility: Research Division. Volume: Less than 1". Arrangement: Phase/Cycle. a) Permanent. b) Retire to the Federal Records Center when 5 years old. c) Offer to the National Archives when 30 years old.</p>	<p>NCL-58-83-3-Item 7</p>	

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5.	<p>5. Staff and Dollar Cost Estimates. Individual memoranda directed to and received from various functions requesting staffing and dollar cost estimates for TCMP survey completion. Note: Estimates of request for Computer Services or Data Center support are usually included in the Request for Data Service series. Official file responsibility: Research Division. a) Destroy when 5 years old.</p>		
6.	<p>6. Action Schedule. A document created to list critical dates required to complete stages within a survey, (i.e. table specifications, examination phase, consistency tests, error resolution, table production, etc.). Official file responsibility: Research Division. a) Destroy when superseded, or upon completion of survey.</p>		
7.	<p>7. Servicewide Memorandum on Checksheet and Output Requirements. A memorandum, if initiated, that informs other functions of the scope of a survey (year and type of return and requests that they inform the TCMP Committee of data items to be included on the checksheet). Official file responsibility: Research Division. a) Destroy when 3 years old.</p>		
<p>II. Sampling Requirements:</p>			
8.	<p>1. Sample Design Data Tabulations. Reference data in tabular format compiled from previous TCMP studies, and other sources, if available, which are used to develop the sample design for the current study. Official file responsibility: Research Division. a) Destroy when final design is approved.</p>		
9.	<p>2. Preliminary Sample Design. Document created to design a sample which addresses survey objectives and details of computer selections; preliminary sample evaluations; exclusion criteria; and various alternative proposals on stratification, structure, and size of the various samples. These preliminary designs are considered by the TCMP Committee while the final sample design is being developed. Official file responsibility: Research Division. a) Destroy when final design is approved.</p>		
10.	<p>3. Final Sample Design. When available the specific alternative being selected for the study in the form of a table providing the stratum, structure, estimated population size, and sample size of each sample code.</p>	<p>GRS-20, III-8</p>	

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	<p>May also contain a narrative report on methodology. Official file responsibility: Research Division. Volume: Less than 1". Arrangement: Phase/Cycle.</p> <p>a) Permanent. b) Retire to the Federal Records Center when 5 years old. c) Offer to the National Archives when 30 years old.</p>		
11.	<p>4. Sample Selection Requirements. A document describing assumptions and criteria used to derive the final sample design and the actual methodology used to determine sample sizes. Official file responsibility: Research Division. Volume: Less than 1". Arrangement: Phase/Cycle.</p> <p>a) Permanent. b) Retire to the Federal Records Center when 5 years old. c) Offer to National Archives when 30 years old.</p>	GRS 20, III-8	
12.	<p>5. Variability Measurement Requirements. A document, if created, describing the specific methodology to be used to compute coefficients of variation of values appearing on the output tables. Official file responsibility: Research Division.</p> <p>a) Destroy when 6 years old.</p>		
13.	<p>6. Sample Selection Data. Data stored on magnetic media, usually magnetic tape, that are stripped from various data files at the National Computer Center and/or Service Centers and shipped to the Data Center which is to become the nucleus of the control system used in a survey. These files usually contain only indicative data with a minimum number of prior year tax-related items. Official file responsibility: Data Center.</p> <p>a) Destroy 1 year after final master file is perfected.</p>	GRS 20, I-25	
14.	<p>7. Final Design Without Sampling Frequency. (Pertains only to Phase VI, Cycle 2, Phase IX, Cycle 1 and Phase I, Cycle 6a). A document describing the scope of the TCMP study, the coverage, stratification, structure, sampling frequencies progress report and controlling procedure, and various outputs to be generated. After counts are obtained a document containing random starts and sampling rate may be created. Official file responsibility: Research Division.</p> <p>a) Destroy when 10 years old.</p>		

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15.	<p>8. Evaluation of Completed Sample through Sub-Sample "X". A document containing results and verification that the sample selection process is adhered to for TCMP studies. Note: This is only applicable to the Phase VI, Cycle 2 (and subsequent) surveys in which entities rather than returns are sampled. Official file responsibility: Research Division. a) Destroy when 6 years old.</p>		
16.	<p>9. Instructions for Subsampling. A document specifying instructions for selecting a subsample when the actual sample is above the expected level due to actual population fluctuations from projected estimates. Subsampling may also be used to divide a sample into manageable segments for the resources available as was done for Phase VI, Cycle 2. Official file responsibility: Research Division. a) Destroy when 10 years old.</p>		
17.	<p>10. Final Sampling Weights. A table supplied by the Research division to the Data Center containing the final sampling weights for each sample code to be used for weighting the file. Official file responsibility: Research Division. a) Destroy when 3 years old.</p>		
<p>III. Sampling Selections:</p>			
18.	<p>1. Evaluation of Sample Selection. A textual report, if prepared, containing analysis of the sampling results to verify the achievement of the desired sampling rate. Official file responsibility: Research Division. a) Destroy when 10 years old.</p>		
19.	<p>2. Programming Requirements Package for Sampling Selections. A document, usually developed by the computer programmer analysts, used to translate the client requirements into explicit detail that can be readily coded for machine utilization. Note: These may exist as a separate document for TCMP sample selection or may be included as a portion of a PRP used for overall return processing. Official file responsibility: Software Division. a) Destroy when 9 years old. b) Retire to the Federal Records Center when PRP is superseded or obsolete.</p>	<p>GRS 20 III-2 RCS 118</p>	

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20.	<p>3. Sample Selection Tapes. Magnetic tapes created from sample selection criteria which are usually sent on a weekly basis to each Service Center. The Service Centers use the tapes to create chargeouts, labels, etc., to associate selected returns with the checksheets. Official file responsibility: Service Centers.</p> <p>a) Destroy when all returns selected in a particular survey are accounted for, or a final determination has been made that they are not locatable.</p>	GRS 20 I-25	
21.	<p>4. TCMP Selection Summaries. Weekly tabulation received from the National Computer Center or the Service Centers (depending on where the actual sample selection occurs). These are used to monitor the sample selection which normally occurs over 1 year to determine if sample selection is proceeding as planned. The summary contains the population count by sample code. Official file responsibility: Research Division.</p> <p>a) Destroy at completion of sample selection for next cycle of the same phase, or when 5 years old, whichever is earlier.</p>		
22.	<p>5. Preliminary Weighting Procedure Development. A table, if created, containing preliminary figures to be used as weights for the sample codes supplied to the Data Center for programming purposes normally used to produce some output tables to be used for a volume Systems Acceptability Test. Official file responsibility: Research Division.</p> <p>a) Destroy when final weights are created.</p>		
23.	<p>6. Programming Requirements Package (PRP) Including Strip-Off. Package translating client requirements for additional data to be extracted from the master files, etc. and translated into machine code. These PRPs are developed from requirements established in item I.1 above. Official file responsibility: Software Division.</p> <p>a) Destroy when 9 years old.</p> <p>b) Retire to the Federal Records Center when PRP is superseded or obsolete.</p>	GRS 20 III-2 RCS 118	
24.	<p>7. System Acceptability Test of Sample Selection. Acceptability test documentation to determine whether the sample selection system is operating correctly prior to input processing and output production. Official file responsibility: Hardware Division.</p> <p>a) Destroy 1 year after completion of test.</p>	GRS 20, III-4	

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IV. Progress, Reporting and Control System:			
25.	<p>1. Requirements. Requirements from various functions, if created, to establish various reports necessary to control, monitor, and determine the progress of the study. Official file responsibility: Examination, Employee Plans/Exempt Organization, Collection. a) Destroy when initial PR&C report is received.</p>		
26.	<p>2. Specifications. If prepared, specifications developed from the requirements which contain specific instructions for input processing and output production for the PR&C system. Official file responsibility: Systems Coordination Staff, Data Center. a) Destroy one year after receipt of final PR&C report.</p>		
27.	<p>3. System Acceptability Test Documents and Approval. Test input documents used to verify the accuracy and proper functioning of the PR&C system and generation of reports, and final report. Official file responsibility: Systems Coordination Staff, Data Center. a) Destroy after initial PR&C report is produced.</p>		
28.	<p>4. Document Transmittal List (DTL). A computer-generated listing of returns selected from the Sample Selection Tapes (Item 20) in a processing cycle which may be generated and used to control returns and associated documentation. Official file responsibility: Examination, Collection, Employee Plans/Exempt Organizations. a) Destroy when 1 year old.</p>		
29.	<p>5. PR&C Inventory Report. A periodic or demand report depicting receipts, accomplishments, etc., for each district. A National Office and regional office summary report may also be generated. Official file responsibility: Examination, Collection, Employee Plans & Exempt Organizations. a) Periodic or Demand Reports. 1) Monthly reports. a) Destroy when 2 months old. 2) Quarterly reports. a) Destroy when 6 months old. b) Final Reports. 1) Destroy when 10 years old. 2) Retire to the Federal Records Center when 2 years old.</p>		

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30.	<p>6. PR&C Status Report. Monthly or demand report listing the status of taxpayers by district office. Official file responsibility: Examination, Collection, Employee Plans/Exempt Organizations, Research.</p> <p>a) Periodic or Demand Reports.</p> <p>1) Monthly reports.</p> <p>a) Destroy when 2 months old.</p> <p>2) Quarterly reports.</p> <p>a) Destroy when 6 months old.</p> <p>b) Final Reports.</p> <p>1) Destroy when 10 years old.</p> <p>2) Retire to the Federal Records Center when 2 years old.</p>		
31.	<p>7. One-Time and Periodic Control Reports. Reports created using the PR&C Master File describing the status of selected accounts in the survey (i.e. cases examined, transferred, excluded, summary counts, etc.). Official file responsibility: Data Center.</p> <p>a) Destroy when 1 year old.</p>		
32.	<p>8. PR&C Reconciliation and Final Run Documentation (Reports). Subsequent to the final PR&C run, final periodic reports and special one-time reports are generated which may be produced to summarize breakouts of cases distributed by sample code, type of exclusion, type of closure, etc. Includes documents such as Form 3185, Transfer of Returns; Form M-5629 Checksheet Reject; and Form 6270, Technical Advice. Official file responsibility: Data Center.</p> <p>a) Destroy 1 year after final perfected master file is created.</p>		
33.	<p>9. PR&C Master Files Tape. Machine readable files, usually on tape or disk, containing TCMP selection identification, district responsible for investigation/examination and status. Official file responsibility: Data Center</p> <p>a) Destroy when reference purpose has been served.</p>	GRS 20 I-29	
<p>V. Checksheet Processing-Input File Creation & Validation:</p>			
34.	<p>1. Requirements and/or PRPs for Consistency Tests. Documentation relating to consistency tests developed and used in checksheet processing to ensure a valid data base. Depending on the Phase and Cycle these may be used for programming without the development of PRPs.</p>	GRS 20 III-6	

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	<p>Official file responsibility: Examination, Employee Plans/Exempt Organizations, Collection. a) Destroy when 6 years old.</p>		
35.	<p>2. Error Resolution Requirements. Procedures, if prepared, to correct certain errors detected during consistency testing. Official file responsibility: Examination, Employee Plans/Exempt Organizations, Collection. a) Destroy when 6 years old.</p>		
36.	<p>3. System Acceptability Test (SAT) Test Checksheets. Test checksheets processed to ensure the accuracy of the consistency test program. Official file responsibility: Data Center. a) Destroy when 1 year old.</p>		
37.	<p>4. TCMP Exclusion Requests. Form used to exclude TCMP returns from the survey if certain criteria is met. Exclusion requests are generally prepared for each return excluded from the survey. If disapproved at District or Region, the request is associated with return case file. Official file responsibility: Examination, Collection, Employee Plans/Exempt Organizations. a) If sent to National Office: 1) Destroy one year after TCMP tape file is perfected.</p>		
38.	<p>5. TCMP Checksheet. A checksheet that is developed to gather data elements for the survey. Checksheets are completed by field personnel for each return in the study. Official file responsibility: Data Center. a) Destroy when 8 years old. b) Retire to Federal Records Center one year after TCMP tape file is perfected.</p>	<p>NCL-58-78-10, Item 32(6)</p>	
39.	<p>6. Special Project Booklet (SPB) for Checksheet Processing. Instructional material developed for delineating the various functions to be performed by activities in the Data Center necessary to assist in the survey. Normally, contains directions for document and tape processing, receipt, shipment, etc. Official file responsibility: Data Center. a) Destroy when 5 years old.</p>	<p>GRS 20 III-4</p>	
40.	<p>7. File Definition and/or Data Dictionary. Documents created to describe the attributes of various elements in the checksheets and master file records. Included are all size and format data, item names, and file layouts for checksheet items. Official file responsibility: Data Center. Volume: Less than 1". Arrangement: Phase/Cycle.</p>	<p>GRS 20 III-7</p>	

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	a) Permanent. b) Retire to Federal Records Center when 10 years old. c) Offer to National Archives (with related master file) when 30 years old.		
41.	8. Computer Run Documentation (Profile). Documents created to describe the information required to process data files. Included are definitions and descriptions of input and output files, and descriptions of the source and type of media. Official file responsibility: Data Center. a) Destroy when 5 years old.	GRS 20 III-7	
42.	9. Error Registers. Computer-generated listings that display results by subjecting data records to validation and consistency testing. The item contents and resulting errors are displayed for purposes of reconciliation and correction. Official file responsibility: Data Center. a) Destroy when 2 months old, or when superseded, whichever is earlier.		
	VI. Checksheet Processing-Input File Perfection:		
43.	1. Requirements for Out-of-Scope Listing and/or Pseudo Items. A package, if developed, containing the tolerance ranges to be applied to specific data elements to test the validity of the checksheet file. Official file responsibility: Examination, Collection, Employee Plans/Exempt Organizations. a) Destroy when 1 year old.		
44.	2. Out-of-Scope and Pseudo Items Specifications. Specifications for computer programming which, if developed, may be developed from requirements. Official file responsibility: Data Center. a) Destroy when 6 years old.		
45.	3. Systems Acceptability Test (SAT) Documents Relating to Out-of-Scope and Pseudo Items. SAT documents include test data to ensure that the computer programs are written to correctly select records that meet the criteria for inclusion of the Out-of-Scope listing and generate pseudo items. Official file responsibility: Examination, Collection, Employee Plans/Exempt Organizations. a) Destroy 2 months after completion of SAT.		

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46.	<p>4. Interim/Intermediate Processing Files. Machine-readable record files, other than final perfected master files, which are generated throughout the life-cycle of a survey and usually contain data in the intermediate stages as it undergoes the transition from source to final perfected master file status. Official file responsibility: Data Center. a) Destroy when run is superseded by subsequent processing or master file.</p>	GRS 20, II,13	
47.	<p>5. Inconsistent Sample Code Report Requirements. The criteria which define a sample code as compared to the data elements on a checksheet. The purpose is to identify sample selections which data elements on the checksheet indicate are inconsistent with the sample code definitions. Official file responsibility: Research Division. a) Destroy 1 year after TCMP tape file is perfected.</p>		
48.	<p>6. Inconsistent Sample Code Report. Listing of records which contain the data elements from the checksheets which are inconsistent with the sample code definitions. Official file responsibility: Research Division. a) Destroy 1 year after TCMP tape file is perfected.</p>		
49.	<p>7. Print Tape File. A file that contains a series of records, each of which contains coded printer control digits which reflect a line of edited printable characters, formulated to produce properly spaced printed hard copy. Official file responsibility: Data Center. a) Destroy 2 years after output tables are produced.</p>	GRS 20, I,32	
50.	<p>8. Program Run Summaries. Summaries, usually created following the execution of a computer program yielding counts, records totals, and other internal characteristics of the run for use as a run to run audit trail and to determine the success or failure of the run. Official file responsibility: Data Center. a) Destroy when run is validated.</p>		
51.	<p>9. Final Perfected Master Files. Machine-readable files, usually on tape or disk, that include all of the data elements extracted from all checksheets and related sources, etc. This is the total survey file. Official file responsibility: Data Center. Volume: 6 reels. Arrangement: Phase/Cycle. a) Permanent.</p>	GRS 20, I,1	

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	<p>b) These files contain information subject to the disclosure limitations of section 6103 of the Internal Revenue Code. Currently, the Internal Revenue Service and the National Archives disagree as to the relationship between Chapter 21 of Title 44, United States Code, and the Internal Revenue Code. Until this legal question is resolved, neither custody nor legal title of the files will be transferred from the Internal Revenue Service to the the National Archives. This form shall be reviewed on or before January 1, 1992 to determine whether this disagreement has been resolved.</p> <p>VII. Output Tables:</p>		
52.	<p>1. Table Requirements. A document describing the requirements and time frames needed by the user function on the output tables. The requirements are used to develop specifications. Official file responsibility: Research Division. a) Destroy when 1 year old.</p>		
53.	<p>2. Table Specifications. A document in table layout form providing instructions to the programmer for developing the criteria for frequencies and/or amounts for each checksheet item, checksheet and pseudo-item definitions, and special rules to be applied to specific tables and table cells. Official file responsibility: Data Center. a) Destroy 20 years after end of survey. b) Retire to Federal Records Center 3 years after end of survey.</p>		
54.	<p>3. Systems Acceptability Test (SAT) Documentation. Test data used to determine if the output table programs are functioning properly prior to output table production. Records of the SAT include checksheets and SAT tables and are used in the SAT process and documentation of specific program problems. Official file responsibility: Research Division. a) Destroy 2 months after output tables are produced.</p>		
55.	<p>4. Source Program Listing. Printed hard copy listings created during the programming effort which reflect the coding to be used by the computer to perform a given program task. Official file responsibility: Data Center. a) Destroy when 5 years old.</p>		
56.	<p>5. Diagnostic Tables (Microform and Hard Copy Not Microfilmed). Tables that are designed to evaluate the status of the perfected file and to provide benchmark data which can be used in validating conventional tables.</p>	NN-173-170, Item 32(5)	

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57.	<p>Normally, the tables are one-dimensional, i.e., deal with single items such as counts and values. Official file responsibility: Research Division. Official file Responsibility: Research Division.</p> <p>a) Tables (Microform). 1) Destroy hard copy upon verification of microform. 2) Destroy microform copy 20 years after end of survey. 3) Retire microform copy to the Federal Records Center 3 years after end of survey.</p> <p>b) Tables (Not Microfilmed). 1) Destroy 20 years after end of survey. 2) Retire to the Federal Records Center 3 years after end of survey.</p> <p>6. Traditional Tables (Microform and Hard Copy Not Microfilmed). Tables that are two-dimensional having both stubs and columns. These tables are designed to evaluate compliance in relation to selected characteristics. Analysis of the tables are used for program changes. Official file responsibility: Research Division.</p> <p>a) Tables (Microform). 1) Destroy hard copy upon verification of microform. 2) Destroy microform copy 20 years after end of survey. 3) Retire microform copy to the Federal Records Center 3 years after end of survey.</p> <p>b) Tables (Not Microfilmed). 1) Destroy 20 years after end of survey. 2) Retire to the Federal Records Center 3 years after end of survey.</p>	<p>NN-173-170, Item 32(5)</p>	
58.	<p>7. Rudimentary Analysis Tables (Microform and Hard Copy Not Microfilmed). Tables run on single checksheet items to develop the character of the particular item and its relationship with other information such as the amount of tax per return and the amount of tax change. Official file responsibility: Research Division.</p> <p>a) Tables (Microform). 1) Destroy hard copy upon verification of microform. 2) Destroy microform copy 20 years after end of survey. 3) Retire microform copy to the Federal Records Center 3 years after end of survey.</p> <p>b) Tables (Not Microfilmed). 1) Destroy 20 years after end of survey. 2) Retire to the Federal Records Center 3 years after end of survey.</p>	<p>NN-173-170, Item 32(5)</p>	

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59.	<p>VIII. Miscellaneous:</p> <p>1. Training Package. Instructional material developed from the Internal Revenue Manual (IRM) which, if developed, may consist of: student coursebook designed to assist field personnel in understanding specific instructions and may also contain examples and problems relative to the completion of TCMP checksheets; instructor guide containing lesson plans which are keyed to the student coursebook which may provide suggested guides for displaying view graphs, conducting discussions, etc.; and training audiovisuals such as video tapes, slides, transparencies, etc., which are used for instructing the training course. Official file responsibility: Training Division.</p> <p>a) Destroy when 5 years old.</p>		
60.	<p>2. Internal Revenue Manual Directives. Policies and procedures created by the various TCMP functions (Examination, Collection, Employee Plans/Exempt Organizations, etc.) describing all pertinent factors for a survey including purpose, origin, responsibilities of various participants, details for execution, and processing of documents, tapes, files, etc. Arrangement: Function. Volume: Less than 1". Official file responsibility: Facilities Management Division.</p> <p>a) Historical record copy of each internal management document issued by and maintained in the National Office, as described in IRM 1230, Internal Management Document System Handbook.</p> <p>1) Master Microfilm Copy (silver halide).</p> <p>a. Permanent:</p> <p>1. Retire to the Washington National Records Center immediately after inspection and verification</p>	<p>NC1-58-83-11, Item 1</p>	