

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

51 items

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
Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
F. M. Dunn

5. TEL. EXT.
184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <i>APR 21 1976</i>	JOB NO.
NC1-58-76-8	
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.	
<i>1-11-77</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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.

4-19-76 *Ross Thomson*

Program Manager,
Records Management Program

(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
	<p>The records covered by this schedule (Records Control Schedule 117) are created and accumulated in the IRS National Computer Center. The National Computer Center is a computer service center, responsible for:</p> <p>(1) Scheduling and coordinating with Service Centers on production matters and receipts, control and servicing of file searches for Disclosure Staff, Intelligence, Internal Audit and other Service offices.</p> <p>(2) Establishment maintenance, and updating of the individual, business, employee plans and exempt organizations master files through around-the-clock operation of a large scale computer system complex.</p> <p>(3) Providing reciprocal controls with service centers of the receipt, processing, and shipment of tax account data.</p> <p>(4) Producing output data for use in issuing refunds, bills or notices, answering inquiries, conducting delinquency checks, detecting fraudulent refund claims, classifying returns for audit purposes, preparing reports and other matters concerned with processing and enforcement activities of the Service.</p> <p>(5) Providing line supervision over the National Office Computer Facility which is primarily responsible for computer testing support for the totally integrated tax administration system.</p>		

Copy to Agency 1-17-77 CW
Copy to NCW 1-28-77 CW

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Correspondence Files.</u> Memoranda, teletypes, etc. (excluding records covered by Item 2 below) pertaining to the administrative, housekeeping, or facilitative functions relating to the overall administration and operation of the National Computer Center.</p> <p>(1) DISPOSE after 2 years.</p>		
2.	<p><u>General Correspondence Files.</u> Correspondence (not covered elsewhere in this schedule) between the National Computer Center, the National Office and Service Center offices covering program activities involving policy, procedures, rulings, decisions, etc., not made a part of a specific project.</p> <p>(1) DISPOSE after 3 years.</p>		
3.	<p><u>Management Survey and Project Reports.</u> Narrative reports prepared for local implementation.</p> <p>(1) Record copy. (a) DISPOSE 2 years after close of file.</p> <p>(2) All other copies. (a) DISPOSE when no longer needed in current operations.</p>		
4.	<p><u>Narrative and Statistical Reports.</u> Recurring narrative statistical progress and production reports (not covered elsewhere in this schedule).</p> <p>(1) Record copy. (a) DISPOSE after 3 years.</p> <p>(2) All other copies. (a) DISPOSE when no longer needed in current operations.</p>		
5.	<p><u>Work Measurement Reports.</u> Employee time records, machine control documents, worksheets and equivalent documents.</p> <p>(1) Daily Reports and change notices. (a) DISPOSE 60 days after data has been recorded and balanced.</p> <p>(2) Periodic Reports and Schedules (man-hour, weekly and monthly). (a) DISPOSE after 2 years.</p>		

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6.	<p><u>Work Measurement Job Requests and Input/Output Schedule, etc.</u> (1) DISPOSE 2 years after completion of program.</p>		
7.	<p><u>Work Measuring, Work Planning and Control Cards.</u> Job Record Detail Card, Machine Hour Card, Employee Performance Card, and equivalent forms and documents used for input and output in preparing man-hour and machine-hour reports. (1) DISPOSE 60 days after related reports are printed.</p>		
8.	<p><u>Transmittal, Receipt and Control Records.</u> Correspondence, teletypes, transmittal letters, reports, and transmittal receipt and control documents, etc., (not covered elsewhere in this schedule) pertaining to receiving, controlling and transmitting tax returns, taxpayer account registers, and related documents. (1) DISPOSE 1 year after end of processing year.</p>		
9.	<p><u>Reference Files.</u> Extra copies of correspondence and reports, reference copies of computer produced reports, directives and internal management documents, or other material retained solely for reference purposes in current operations. (1) DISPOSE after 3 months.</p>		
10.	<p><u>Certified and Registered Mail Records.</u> Registers and receipts of incoming and outgoing certified and registered mail. (1) DISPOSE after 2 years.</p>		
11.	<p><u>Identification Credentials and Related Documents.</u> Records pertaining to receipt and issuance of identification cards, badges, transportation requests, parking permits, property and building passes, Civil Defense identification cards, motor vehicle operator identifications, etc. (Note: Maintain separate file of revoked or accounted for documents). (1) Accountable records. (a) DISPOSE 2 years after the end of a calendar year after separation of employee, revocation, or after listed credentials are accounted for. (2) All other records. (a) DISPOSE 3 months after return to issuing officer or revocation.</p>		

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12.	<p><u>Nomenclature and Locations File and Equipment Inventory Listings.</u> Form 4100, PARS Basic Nomenclature Change Form, and Form 4156, PARS Office Location Change Form, or equivalents, submitted to the National Computer Center by property officers, and the National PARS Coordinator to request additions, deletions, and changes to the Nomenclature File Listing and Location File Listing. ADP Equipment Inventory Listing.</p> <p>(1) Other than ADP Equipment Listing. (a) DISPOSE immediately after undated listing has been received.</p> <p>(2) ADP Equipment Inventory (a) DISPOSE after 7 years. (b) RETIRE to Federal Records Center after 4 years.</p>		
13.	<p><u>Records Disposition Files.</u> Includes descriptive inventories, disposal authorizations, schedules for retirement to Federal Records Centers, reports of disposition, and related documents.</p> <p>(1) Records transmittal and receipt documents. (a) Record copy. <i>30 6/20/76</i> 1 DISPOSE when SUPERSEDED OR NO LONGER NEEDED. (b) All other copies. 1 DISPOSE when no longer needed in current operations or when certification of destruction is received.</p> <p>(2) Disposal Authorization Documents (a) Record copy. <i>30 6/20/76</i> 1 DISPOSE when SUPERSEDED OR NO LONGER NEEDED. (b) All other copies. 1 DISPOSE when no longer needed in current operations.</p> <p>(3) Disposition and Holdings Reports and Other Related Material. (a) Record copy. 1 DISPOSE after 3 years. (b) All other copies. 1 DISPOSE when no longer needed in current operations.</p>		

Change made with concurrence of F.M. Drumm, 6/20/76 [Signature]

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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
14.	<p><u>Internal Audit Reports.</u> Copies of reports covering special studies and internal audits of National Computer Center operations retained at the National Computer Center.</p> <p>(a) DISPOSE after 5 years.</p>		
15.	<p><u>Protective Program Records.</u></p> <p>(1) <u>Protective Program Files.</u> Correspondence, reports and plans reflecting implementation of Service policies and procedures developed in the administration of the Accident Prevention, Emergency Planning and Security Programs. Includes Boards of Inquiry and evaluation surveys or inspections in these three areas.</p> <p>(a) DISPOSE after 3 years.</p> <p>(2) <u>Safety Program Files.</u> Correspondence and related documents (not covered elsewhere in this schedule) pertaining to safety program progress, comparative safety and accident data, etc.</p> <p>(a) DISPOSE after 2 years.</p> <p>(3) <u>Accident Case Files.</u> Files containing personal injury, investigative, and motor vehicle accident reports; exhibits, statements of fact and related correspondence. (Note: <u>Record copies maintained in National Office Facilities Management Branch</u>).</p> <p>(a) Motor Vehicle Accident Records 1 DISPOSE 1 year after case is closed.</p> <p>(b) Employee Personal Injury Records 1 DISPOSE 1 year after date of accident.</p>		
16.	<p><u>Delegations of Authority Files.</u> Record copies documenting the delegations of authority to an individual or a position in accordance with prescribed regulations and not included in the Internal Management Document System. (These records are of a limited nature as opposed to delegation of authority records on a continuing basis which are a part of the Internal Management Document System).</p> <p>(1) DISPOSE 1 year after terminated.</p>		
17.	<p><u>Minutes or Summaries of Conferences and Meetings.</u> Documentation of minutes or Summaries of Conferences and meetings, including information or decisions reached and actions taken, or to be taken.</p> <p>(1) Record copy.</p> <p>(a) DISPOSE 3 years after the end of the year.</p>		

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	<p>(2) All other copies. (a) DISPOSE 1 year after the end of the year.</p>		
18.	<p><u>Management Document Distribution Control</u> or equivalent records used in the control and distribution of internal management documents. (1) DISPOSE except current card and the one that immediately precedes current card.</p>		
19.	<p><u>Programming Maintenance Records.</u> Readable records generated by the computer pertaining to (a) program assembly, (b) programming input, (c) program modification or problem correction, or (d) inventory of programs. (1) Programs initiated by NCC. (a) DISPOSE after 3 years. (2) Programs not initiated by NCC. (a) DISPOSE 1 year after being superseded.</p>		
20.	<p><u>Program Requirements/Specifications of Computer Operational Instructions Records.</u> Narrative description, instructions or guidelines designed to establish the objective of a computer program or to specify the manual efforts required for the accomplishment of a computer program. (1) Programs initiated by NCC. (a) DISPOSE after 3 years. (2) Programs not initiated by NCC. (a) DISPOSE 1 year after being superseded.</p>		
21.	<p><u>Magnetic Tape Maintenance Records.</u> Computer generated tape library, reports, chargeouts and tape trouble reports enabling the tape library to control and maintain magnetic tapes. (1) Incident Reports. (a) Record copy. 1 DISPOSE after 3 years. (b) All other copies. 1 DISPOSE when no longer needed in current operations. (2) Tape Operations Records. (a) DISPOSE 1 year after completion of action.</p>		

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22.	<p><u>Data Control and Accounting Records.</u></p> <p>(1) Computer Processing Audit Trail Records: Console typeouts, Accounting Control Ledgers, Input Ledgers, Irregularity Checklists, Adjustment Vouchers with backup material and ledgers, Zip-Location Code Ledgers and listings, Auditing POD Ledgers and listings, Input Transcription Sheets, Questionable Transcripts files, Rejected Transactions files, Systems Acceptability and Parallel Testing materials and other documents which form a part of the audit trail of data flow into, through, and out of the NCC processing systems.</p> <p>(a) DISPOSE 1 year after the end of the processing year.</p> <p>(2) Reciprocal Accounting Records: Master File and Service Center general ledger reconciliations, Reciprocal Accounting Control Records, Accounting and Operating Reports, Revenue Receipts Control Ledgers and other documents pertaining to the reconciliation of the general ledger accounts in the service centers with the money balances of the master files maintained on magnetic tape at NCC.</p> <p>(a) DISPOSE 1 year after the end of the processing year.</p> <p>(3) Card files, tickler files and other types of files used to record action taken and control workflow (not covered elsewhere in this schedule).</p> <p>(a) DISPOSE 1 year after end of the processing year.</p>		
23.	<p><u>Machine Logs and Related Documents.</u> Machine utilization reports, rerun logs, and tape cleaner logs used to provide record of machine use for each project run and resolution of errors through rerun log.</p> <p>(1) DISPOSE 1 year after date of last entry.</p>		
24.	<p><u>Production and Work Control Transmittals, etc.</u> Patch packets, transmittals for patch packets, etc. to monitor use of production packets.</p> <p>(1) DISPOSE after completion of each annual program.</p>		

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25.	<p><u>Production and Work Control Schedules, Registers and Reports.</u> Scheduling and forecasting aids, used to project future machine usage and requirements on a long range basis as well as a day-to-day basis.</p> <p>(1) DISPOSE 1 year after completion of annual program.</p>		
26.	<p><u>System Management Records.</u> Records, reports, and memoranda not included in Programming Maintenance Records.</p> <p>(1) DISPOSE 1 year after superseded or when no longer needed in current operations.</p>		
27.	<p><u>Individual Master File:</u> a magnetic tape file containing current records for all individual income taxpayers. Data indicates the balance, status and transactions applicable to the individual accounts during a specific tax period. This includes returns filed, amendments to returns, assessments, debits and credit transactions.</p> <p>(1) DISPOSABLE</p> <p>(a) Final updated tape for each calendar year (cycle 52): scratch after 6 months.</p> <p>(b) All other weekly updated tapes: scratch after successful completion of third update cycle.</p>		
28.	<p><u>Business Master File:</u> a magnetic tape file containing current records on business taxpayers. The types of taxes included in this file are employment taxes, withholding</p>		

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	<p>and FICA taxes, corporate income taxes, excise taxes, railroad retirement taxes, agricultural and household employment taxes, fiduciary income taxes, partnership income taxes, foreign corporation income tax returns, life insurance company income tax returns and mutual insurance company income tax returns.</p> <p>(1) DISPOSABLE</p> <p>(a) Final updated tape for each calendar year (cycle 52): scratch after 6 months.</p> <p>(b) All other weekly updated tapes: scratch after successful completion of third update cycle.</p> <p>29. X. <u>Residual Master File</u>: a magnetic tape file containing current records on taxpayers subject to one or more of the following taxes: special taxes, wagering tax, highway use taxes, estate tax, gift tax.</p> <p>(1) DISPOSABLE</p> <p>(a) Final updated tape for each calendar year (cycle 52): scratch after 6 months.</p> <p>(b) All other weekly updated tapes: scratch after successful completion of third update cycle.</p> <p>30. <u>A. Exempt Organization Master File</u>: a magnetic tape file of entities having exempt federal income tax status.</p> <p>(1) DISPOSABLE</p> <p>(a) Final update tape for each processing year (usually cycle 52): scratch after 6 months</p> <p>(b) All other updated tapes: scratch after successful completion of third update cycle.</p>		

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8. Employee Pension Plan Master File: a magnetic tape file containing information relating to pension plans and/or profit sharing plans. The file includes data from returns of employers pension plans and of fiduciaries for employees profit sharing plans. Other related magnetic tape files are: (1) Plan Characteristics File, which gives the essential characteristics of each pension plan accepted by the Internal Revenue Service and the Department of Labor; and (2) Individual Retirement Accounts Master File, data from which is processed against the Individual Master File.

(1) DISPOSABLE

(a) Final update tape for each processing year (usually cycle 52): scratch after 6 months.

(b) All other updated tapes: scratch after successful completion of third update cycle.

32.

8. Work Files including Interim Processing Files, Print-Edit and Print Files, Control Data, Test Data, Checkpoint Media, Other-Agency Media and Scratch tapes:

DISPOSABLE: release for reuse when no longer needed in accordance with the standards of the IRS ADP Handbook, Section 540.