

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK RG 58	
DATE RECEIVED MAR 7 - 1973	JOB NO. 173-110
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 4-5-73 <i>James E. O'Neil</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)

Internal Revenue Service

2. MAJOR SUBDIVISION

Facilities Management Division

3. MINOR SUBDIVISION

Information Systems Branch A:FM:I

4. NAME OF PERSON WITH WHOM TO CONFER

Gerald Butler

5. TEL. EXT.

6728

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

March 5, 1973 Marie P. Carey Acting Branch Chief
 (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><u>Introduction</u></p> <p>The records covered by this Schedule are created by the Data Center or submitted to the Data Center as input documents for use in the performance of the mission of the IRS Data Center.</p> <p>The Data Center is responsible for the performance of non-master file data processing operations for the Service. It is a computer service center, performing projects for clients who are usually the directors of functions at the IRS National Office; also, some bureaus of the Treasury Department; and some that are reimbursable for other Government agencies. Performance is broadly under two major categories: (1) Systems design, development, and maintenance; and (2) Processing and review of products.</p> <p>Such projects provide for the preparation of Management Information Reports; IRS and some Treasury Department payrolls; fiscal reports; statistics of income; taxpayer compliance measurement program, including both work progress reports and special studies; special tax research; personnel analysis reports; work planning and control reports; data for Planning-Programming-Budgeting and other purposes; special tabulations and comparisons for State and other Federal agencies; statistical information for management control by National and Regional Headquarters officials; and other special</p>		

62 items

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	<p>applications not directly involved in the Business, Residual or Individual Master File Systems.</p> <p>The records consist of the 17 categories of records included in General Record Schedule No. 301, plus the records received or created for the purpose of providing data processing support in areas that are not common to several or all Federal agencies. The records in the latter category will be contained in this schedule.</p> <p>The records disposition authorizations in this schedule are based on administrative determinations of the Internal Revenue Service or authority of the Archivist of the United States.</p> <p>(Note: This schedule is an expansion of RCS 112 issued as MS 1(15)G-77, dated February 24, 1972.</p> <p style="text-align: center;"><u>ADMINISTRATIVE RECORDS</u></p> <p>1. <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 Data Center.</p> <p>(1) DISPOSE after 2 years.</p> <p>2. <u>General Correspondence Files</u>. Correspondence (not covered elsewhere in this schedule) between the Data Center and the National Office or the Region, district and service center covering program activities involving policy, procedures, rulings, decisions, etc., not made a part of a specific project.</p> <p>(1) DISPOSE after 5 years.</p> <p>(2) RETIRE to Federal Records Center after 2 years.</p>		

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	<p>3. <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> <p>4. <u>Internal Audit Reports</u>. Copies of reports covering special studies and internal audits of Data Center operations retained at the Data Center.</p> <p>(1) DISPOSE after 5 years.</p> <p>5. <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> <p>(2) All other copies.</p> <p>(a) DISPOSE <u>1 year</u> after the end of the year.</p> <p>6. <u>Management Survey and Project Reports</u>. Narrative reports prepared for local implementation.</p> <p>(1) Record copy.</p> <p>(a) DISPOSE 2 years after close of file.</p> <p>(2) All other copies.</p> <p>(a) DISPOSE when no longer needed in current operations.</p>		

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	<p>7. <u>Narrative and Statistical Reports.</u> Recurring narrative, statistical, progress and production reports (not covered elsewhere in this schedule).</p> <p>(1) Record copy</p> <p>(a) DISPOSE after 3 years.</p> <p>(2) All other copies.</p> <p>(a) DISPOSE when no longer needed in current operations.</p> <p>8. <u>Work Measurement Reports.</u> Employee time records, machine control documents, worksheet and equivalent documents.</p> <p>(1) Daily Reports and change notices.</p> <p>(a) DISPOSE 60 days after data has been recorded and balanced.</p> <p>(2) Periodic Reports and Schedules (man-hour weekly and monthly)</p> <p>(a) DISPOSE after 2 years.</p> <p>9. <u>Work Measurement Job Requests and Input-Output Schedules, etc.</u></p> <p>(1) DISPOSE 2 years after completion of program.</p> <p>10. <u>Machine Logs and Related Documents</u> used to record machine use on each program.</p> <p>(1) DISPOSE 1 year after date of last entry,</p>		

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	<p>11. <u>Protective Programs 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>(1) DISPOSE after 3 years.</p> <p>12. <u>Identification Credentials and Related Documents.</u> Records pertaining to receipt and issuance of credit cards, pocket commissions, 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.)</p> <p>(1) Accountable records.</p> <p>(a) DISPOSE 2 years after the end of calendar year after separation of employee, revocation, or after listed credentials are accounted for.</p> <p>(2) All other records.</p> <p>(a) DISPOSE 3 months after return to issuing officer, or revocation.</p> <p>13. <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>(1) DISPOSE after 2 years.</p> <p>14. <u>Accident Case Files.</u> Case files containing personal injury, investigative, and motor vehicle accident reports; exhibits, statement of fact and related correspondence. (Note: Record copies maintained in Regional Facilities Management Branch.)</p>		

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	<p>(1) Motor Vehicle Accident Records.</p> <p>(a) DISPOSE 1 year after case is closed.</p> <p>(2) Employee Personal Injury Records.</p> <p>(a) DISPOSE 1 year after date of accident.</p> <p>15. <u>Certified and Registered Mail Records.</u> Registers and receipts of incoming and outgoing certified and registered mail.</p> <p>(1) DISPOSE after 2 years.</p> <p>16. <u>ZIP Code Directory.</u></p> <p>(1) DISPOSE after receipt of revised edition or when no longer needed in current operations.</p> <p>17. <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.</p> <p>(a) Record copy.</p> <p>1 RETAIN</p> <p>(b) All other copies</p> <p>1 DISPOSE when no longer needed in current operations or when certification of destruction is received.</p>		

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R	<p>(2) Disposal Authorization Documents.</p> <p>(a) Record copy.</p> <p>1 RETAIN</p> <p>(b) All other copies.</p> <p>1 DISPOSE when no longer needed in current operations.</p> <p>(3) Disposition and Holdings Reports and Other Related Material.</p> <p>(a) Record copy</p> <p>1 DISPOSE after 3 years.</p> <p>(b) All other copies</p> <p>1 DISPOSE when no longer needed in current operations.</p> <p>18. <u>Internal Control Files</u>. 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>(1) DISPOSE 2 years after close of file.</p> <p>19. Management Document Distribution Control or equivalent records used in the control and distribution of internal management documents.</p> <p>(1) DISPOSE except current card and the one that immediately precedes current card.</p> <p>20. <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.</p> <p>(1) DISPOSE when obsolete or superseded, or when no longer needed in current operations.</p>		

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	<u>PROCESSING RECORDS</u>		
	<p>21. <u>Audit Technical Time Reporting System.</u></p> <p>(1) Documents reporting actual time. (a) DISPOSE of entire documents for a fiscal year two years after close of the fiscal year during which the documents were processed.</p> <p>(2) Documents reporting planned time. (a) DISPOSE of three months after the close of the fiscal year.</p>		
	<p>22. <u>Audit Inventory and Production Reports.</u></p> <p>(1) Source Documents. (a) DISPOSE of entire documents for a fiscal year two years after close of the fiscal year during which the documents were processed.</p>		
	<p>23. <u>Pension Trust Reports.</u></p> <p>(1) Source Documents. (a) DISPOSE of entire documents for a fiscal year two years after close of the fiscal year during which the documents were processed.</p>		
	<p>24. <u>District Conference Activity Reports.</u></p> <p>(1) Source Documents. (a) DISPOSE of entire documents for a fiscal year two years after close of the fiscal year during which the documents were processed.</p>		
<i>same</i>	<p>25. <u>Appellate Division Reports.</u></p> <p>(1) Source Documents—Forms 3564 & 3564A (a) DISPOSE of one year after close of the fiscal year or calendar year, whichever is earlier.</p>		

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<i>none</i>	<p>26. <u>Chief Counsel RIRA Case Reports.</u></p> <p>(1) Source Documents</p> <p>(a) DISPOSE of one year after close of fiscal year or calendar year, or three months after completion of an internal audit, whichever is earlier.</p> <p>27. <u>Delinquent Return Information and Returns Compliance Record.</u></p> <p>(1) Source Document - Form 3570</p> <p>(a) DISPOSE of one year after close of fiscal year or calendar, whichever is earlier.</p> <p>28. <u>Taxpayer Assistance Report</u></p> <p>(1) Source Document - Form 3549</p> <p>(a) DISPOSE of 60 days after data has been reflected in output shipped to customer.</p> <p>29. <u>Monthly Report of Delinquent Accounts.</u></p> <p>(1) Source Document - Form 2267</p> <p>(a) DISPOSE of 1 year after conversion to magnetic tape.</p> <p>30. <u>Intermediate Documents for Mechanized Reporting Systems.</u> (Except Payroll, SOI, and TCMP)</p> <p>(1) Source Documents such as transmittal control records, batch transmittals, error resolution documents, punch cards, etc.</p> <p>(a) DISPOSE of 90 days after data has been converted to magnetic tape and the tape has been verified and balanced.</p>		

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R	<p>31. <u>Statistics of Income.</u></p> <p>(1) Punch Cards</p> <p>(a) DISPOSE as soon as there is assurance that all data have been converted to tape and that all these data on tape have been corrected and the "accepted" files are complete; but the Statistics Division must be notified 30 days in advance to provide time in the event the disposal data must be extended.</p> <p>(2) Non-historical transcript edit sheets (those without names).</p> <p>(a) DISPOSE of concurrently with the disposition of their related punch cards referred to in 31(1)(a) above.</p> <p>(3) Operating records such as document control cards, document control slips, etc.</p> <p>(a) DISPOSE at the same time the documents they relate to are discarded.</p> <p>(4) Punch cards and abstract sheets for special statistical studies that do not fall within the regular SOI series.</p> <p>(a) DISPOSE when the studies are entirely finished. The Statistics Division must be notified 30 days in advance to provide time in the event the disposal date must be extended.</p> <p>(5) SOI Historical Tape Files</p> <p>(a) RETAIN</p>		

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	<p>32. <u>TCMP</u></p> <p>(1) Punch Cards</p> <p>(a) DISPOSE of as soon as there is assurance that all data have been converted to tape and that all these data on tape have been corrected and the "accepted" files are complete.</p> <p>(2) Non-historical Transcript Edit Sheets (those without names)</p> <p>(a) DISPOSE of concurrently with the disposition of their related punch cards referred to in 32(1)(a) above.</p> <p>(3) Operating records such as document control cards, document control slips, etc.</p> <p>(a) DISPOSE of at the same time the documents they relate to are discarded.</p> <p>(4) Magnetic Input Tapes</p> <p>(a) RETAIN all input magnetic master ("base file") tapes and any tapes reformatted or stripped from master file tapes.</p> <p>(b) DISPOSE of all other magnetic tape not covered in 32(4)(a) above after their purpose has been served. This includes print tapes of diagnostic and traditional output tables after microfilming.</p> <p>(5) Hard Copy Output</p> <p>(a) DISPOSE of all interim hard copy output after purpose has been served; and all final hard copy output of diagnostic and traditional tables after microfilming.</p>		

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	<p>(6) Source Documents (Hard copy check-sheets, evaluation forms, etc.)</p> <p>(a) DISPOSE 15 years after retirement to FRC.</p> <p>(b) RETIRE to FRC 6 months after completion of project.</p> <p>33. <u>Punched Cards Created in Payroll Processing.</u></p> <p>(1) Change Cards. Punched cards created to make additions and subtractions to master tape.</p> <p>(a) DISPOSE 30 days after data has been converted to magnetic tape and tape verified.</p> <p>(2) Adjustment Cards. Punched cards created to make adjustments to master tape.</p> <p>(a) DISPOSE 30 days after data has been converted to magnetic tape and tape verified.</p> <p>(3) Abnormal Bond Cards. Cards produced by the computer when there is a condition requiring the purchase of a bond that the machine cannot handle. The card is punched and put back into the system to purchase the bond.</p> <p>(a) DISPOSE 30 days after card is processed.</p> <p>(4) Post of Duty Cards. Punched cards created to update Post of Duty Tape.</p> <p>(a) DISPOSE of inactive cards 30 days after cards are pulled and file is updated.</p> <p>(5) W-2 Address Cards. Punched cards created for distribution of W-2's.</p> <p>(a) DISPOSE 6 months after close of tax year.</p>		

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	<p>(6) Bureau, Activity, Etc., Validity File. Punched cards created to update validity file.</p> <p>(a) DISPOSE of inactive cards 30 days after cards are pulled when file is updated.</p> <p>(7) Header Cards. Punched cards created for headers on various listings such as: Earnings Statements; Circular A-38 State Wage Information; Employee Service Record Reports; Bond Participation Reports; Journal Listings; Grade Structure and Man-years Realized Reports; etc.</p> <p>(a) DISPOSE of inactive cards 30 days after cards are pulled when file is updated.</p>		