

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-058-86-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 6/30/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 93(4)B, Correspondence

item 93(4)C, Request by or for third parties

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-058-94-004 supersedes item 93(4)A.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
		JOB NO.	N1-58-86-1
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	1-23-86
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4. NAME OF PERSON WITH WHOM TO CONFER Marcella Weston	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 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, 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 1-16-86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>James T. DeHaven</i>	D. TITLE Chief, Records and Reports Mgt. Section
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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)
RCS 206 93.	<p>The records covered by this request (Records Control Schedule 206-Service Centers) are created or maintained in Internal Revenue Service Centers. This request for disposal authority pertains to Form 4506, Request for Copy of Tax Form or Individual Tax Account Information. All information from this form is being converted to magnetic tape. Request disposition as follows:</p> <p>(4) Request for copies of tax returns.</p> <p>(a) Request for Copy of Tax Form or Individual Income Tax Account Information (Form 4506) or correspondence received in lieu of Form 4506 - Prepaid Fixed Fee (Effective October 1, 1983). Forms submitted by a taxpayer or taxpayer's representative to request a photocopy of a tax return or transcript of return information accompanied with a remittance. These records are the Service Centers' Accountable Officer's official copy of receipts for payments received from the taxpayer.</p> <p>1 Paper Records (Converted to magnetic tape and tape verified.)</p> <p>a DESTROY 45 days after the request is closed.</p> <p>2 Magnetic Tape</p> <p>a RETIRE to Federal Records Center 1 year after processing year.</p> <p>b DESTROY 6 years 3 months after the processing year.</p>	N1-58-84-1, Item 93(5)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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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>
93.(4) -	Continued (b) Correspondence requesting copies of other types of tax returns. 1 DESTROY 45 days after the request is closed. (c) Request by or for third parties must be forwarded for association with the related return(s) when there is a reason to believe that the validity of the request may be questioned at a later date. 1 DESTROY when related returns are destroyed.	New NCL-58-80-6 Item 93	
93.	Old Sub-Item (5) has been deleted.		