

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
DEPARTMENT OF THE TREASURY

2 MAJOR SUBDIVISION  
INTERNAL REVENUE SERVICE

3 MINOR SUBDIVISION  
Assistant Commissioner (Collection)

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
Anthony B. Cincotta 535-3936  
Records Management HR:F:S:R

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-58-93-2

DATE RECEIVED  
1-5-93

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 9-28-93 ARCHIVIST OF THE UNITED STATES  
*Acting*  
*Judy Huskamp Peterson*

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 \_\_\_ 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 12/7/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Protective Programs and Records Management Section
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Records Control Schedule (RCS) 204 for the Servicewide Collection function,</p> <p>The attached Records Control Schedule (RCS) 204 covers a description of all records and disposition authorizations for administering the Servicewide Collection function. This schedule also includes all records associated with the receipt and transmittal of tax returns and taxpayer-related documents received in the district Collection Office; the deposit of tax remittances received; and the collection of delinquent accounts and securing of delinquent returns. However, this schedule does not include the Collection's function's records kept by Internal Revenue Service Centers.</p> <p>Attachment</p>		

RCS NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	44 Certificates of Discharge, Non-Attachment and Subordination; Notices of Non-Judicial Sale and Redemption Cases. (Job No. NC1-58-83-6, Item 36)	<b>DESTROY</b> 2 years after case is closed.
2.	46 Record of Seizure and Sale of Real Estate, Record 21. (Job No. N1-58-90-3, Item 46)  These records also include Form 2434-B, Notice of Encumbrances Against or Interests in Property Offered for Sale.	<b>DISPOSAL NOT AUTHORIZED.</b>
3.	47 Records of Seizure and Sale of Property.	<b>DESTROY</b> 2 years after closed or after redemption period expires, if applicable. (If the United States Government acquired the property, destroy 2 years after the final disposition.)
4.	52 Daily Transaction Registers (DTR's). (Job No. NC1-58-79-5, Item 19)  Computer printout used to post transactions to Taxpayer Delinquency Accounts and investigations assigned to Revenue Officers.	<b>DESTROY</b> after posting.