

1. Requesting Agency **COMPTROLLER OF THE TREASURY**
2. Division or Bureau of Requesting Agency **INCOME TAX DIVISION**

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>INCOME TAX RETURNS Forms:</p> <ul style="list-style-type: none"> No. 500 - Corporation Income Tax Return (13" x 18" folded to 13" x 9") No. 501 - Partnership Return of Income (8 1/2" x 11") No. 502 - Resident Individual Income Tax Return (8 1/2" x 11" - 2 pages, 4 sides) No. 504 - Fiduciary Income Tax Return (9" x 14") No. 505 - Non-Resident Individual Income Tax Return (9" x 14") No. 510 - Schedule of Farm Income and Expenses (8 1/2" x 11" - 2 pages, 4 sides) <p>Income tax returns are completely processed within three years, however, problems relative to delinquent returns, additional assessments and refunds frequently require two to four more years. The present practice is to destroy the returns after seven years retention. Authority for this action is found in the statutes governing the Division, Section 297 of Article 81 of the 1951 Annotated Code which reads "Returns received by the Comptroller under provisions of this sub-title shall be preserved for seven years and thereafter until the Comptroller orders them destroyed." Vital information needed for a longer period of time is found on the alphabetical index to returns which has been and will continue to be retained permanently. Additional important information is found in the numerical register of returns. The returns are filed numerically according to a code number assigned upon receipt, which appears on the alphabetical index.</p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

M. March Chief - Income Tax Division November 17 1953
Signature Title Date

<p>Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission</p> <p><u>12/10/53</u> <i>Morris S. Radloff</i> Date Signature</p>	<p>Disposal Authorized as Indicated in Col. 6 by Board of Public Works.</p> <p>DEC 14 1953 <i>[Signature]</i> Date Signature</p>
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REQUEST FOR RECORD RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works
	<p>Batches of 100 returns are filed together in manila envelopes appropriately marked to indicate their contents. The present accumulation of returns for the years 1946 through 1952 occupies 660 drawers in office area (2nd and 4th floors of the State Office Building), 231 steel transfer cases in the basement storeroom and 850 linear feet of shelving also in the basement - a total of approximately 2,000 cubic feet. The annual rate of accumulation of the returns increases each year; the rate for 1951 was 600,000 and 625,000 in 1952 (300 cubic feet).</p> <p>RECOMMENDATION: Retain only for minimum time required by statute (presently 7 years) and then destroy.</p> <p><i>Legislation enacted in 1956 reduced the retention period requirement from 7 to 5 years.</i></p>	

1/31/57

APPROVED BY
BOARD OF PUBLIC WORKS
Date DEC 14 1953

[Signature]
Secretary