

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>ALPHABETICAL INDEX TO INCOME TAX RETURNS</p> <p>An Alphabetical Index to Income Tax Returns has been maintained on 3" x 5" or IBM punched cards since the inception of the tax program in 1937. The index is used as a check to disclose delinquent or non-reporting taxpayers. The original return forms are disposed of 7 years after filing, therefore, the index remains the sole record, in alphabetical order, of returns filed. A numerical register of returns filed is maintained by the Division; this, however, is arranged in numerical sequence according to account number. For these reasons, it is desirable to retain the alphabetical index permanently. The index for the first three years is on 3" x 5" cards while beginning in 1940, the index is maintained on IBM punched cards. The distribution is as follows:</p> <table border="0"> <tr> <td>1937 - 125,000</td> <td>1942 - 302,900</td> <td>1949 - 496,100</td> </tr> <tr> <td>1938 - 132,500</td> <td>1943 - 360,800</td> <td>1950 - 575,000</td> </tr> <tr> <td>1939 - 153,200</td> <td>1944 - 364,700</td> <td>1951 - 600,000</td> </tr> <tr> <td>Total 410,750</td> <td>1945 - 352,900</td> <td>1952 - 625,000</td> </tr> <tr> <td></td> <td>1946 - 378,700</td> <td>Total 5,860,650</td> </tr> <tr> <td>1940 - 191,800</td> <td>1947 - 463,100</td> <td></td> </tr> <tr> <td>1941 - 252,500</td> <td>1948 - 486,400</td> <td></td> </tr> </table> <p>The total index occupies 581 cubic feet (37 cubic feet for 3" x 5" cards and 544 cubic feet for IBM cards). The annual rate of accumulation is 625,000 cards (63 cubic feet). This rate increases each year.</p> <p>RECOMMENDATION: Retain index cards for 3 years and then microfilm; retain microfilm permanently and destroy original index cards after microfilming.</p>	1937 - 125,000	1942 - 302,900	1949 - 496,100	1938 - 132,500	1943 - 360,800	1950 - 575,000	1939 - 153,200	1944 - 364,700	1951 - 600,000	Total 410,750	1945 - 352,900	1952 - 625,000		1946 - 378,700	Total 5,860,650	1940 - 191,800	1947 - 463,100		1941 - 252,500	1948 - 486,400		<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>
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7. Agency, Division or Bureau Representative

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

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/10/53 *Minnie G. Pauloff* DEC 14 1953 *J. Melusker*
Date Signature Date Signature