

**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 Justice

2. MAJOR SUBDIVISION  
 Tax Division

3. MINOR SUBDIVISION  
 Office of the Assistant Attorney General

4. NAME OF PERSON WITH WHOM TO CONFER  
 Rhonda Royal *RHR* 2/13/01

5. TELEPHONE  
 202-616-1324

LEAVE BLANK (NARA use only)

JOB NUMBER  
 N1-060-01-1

DATE RECEIVED  
 2/14/2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 7-13-01 ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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 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, 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: 2-13-01 SIGNATURE OF AGENCY REPRESENTATIVE: *Bernard W Berglund* TITLE: Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b><u>Office of the Assistant Attorney General</u></b>  <b><u>Tax Division</u></b></p> <p>The Tax Division's primary function is to serve as a general purpose law firm for its principal client, the Internal Revenue Service (IRS) On behalf of the IRS, the Division handles virtually all civil litigation arising under the internal revenue laws except for those cases which are docketed in the U S Tax Court, and enforces the criminal tax laws by supervising or directly handling all criminal tax prosecutions</p> <p>Files of Assistant Attorneys General, Tax Division (AAG/TAX)</p> <p>a <b>Policies and operations files.</b> Files consist of all subject, project, chron and other correspondence relating to the policies and/or operations of the Tax Division</p> <p><i>cc: Agency, NWMD, NAWM W 2/13/01</i></p>	NC1-60-80-7	

Disposition **Permanent** Cut off at the end of each AAG/TAX tenure Transfer to the Washington National Records Center (WNRC) when no longer needed for reference, or two years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff

- b **AAG calendars and phone logs.** Paper versions of the Assistant Attorney General for the Tax Division's calendars and schedules The calendars and schedules document business and personal appointments of the Assistant Attorney General, but add no substantive information about the meetings other than the place, time, and some of the participants

Disposition **Temporary.** Cut off at the end of each AAG/TAX tenure Retire to the WNRC Destroy three years after cutoff

- c **AAG electronic calendars.** Electronic versions of the Assistant Attorney General for the Tax Division's calendars and schedules The calendars and schedules document business and personal appointments of the Assistant Attorney General, but add no substantive information about the meetings other than the place, time, and some of the participants

Disposition **Temporary.** Cut off at the end of each calendar year Destroy when no longer needed for reference or at the end of the tenure of the AAG/TAX

2. Files of all other legal employees in the Office of the Assistant Attorney General, consisting of subject, project, and other correspondence files documenting programs and activities relating to the Tax Division

Disposition **Permanent** Cut off at the end of each individual's tenure Retire to the WNRC when no longer needed for reference, or two years after cutoff, whichever is sooner Transfer to the National Archives 15 years after cutoff

3. Electronic mail and word processing system copies Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Disposition **Temporary.** Destroy/delete within 180 days after the recordkeeping copy has been produced

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Disposition **Temporary.** Destroy/delete when dissemination, revision, or updating is completed