

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-60-88-6
1. FROM <i>(Agency or establishment)</i> Department of Justice		DATE RECEIVED	2/5/88
2 MAJOR SUBDIVISION Criminal Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Enforcement Operations, Legal Support Unit		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
David Simonson	786-4987	7/9/88	<i>[Signature]</i>
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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
02-04-88	<i>[Signature]</i> Bernard W. Berglund	Assistant Chief, Records Management Section/FASS/JMD

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1.	<p><u>TAX RETURN INFORMATION RECORDS</u></p> <p>The Criminal Division, Office of Enforcement Operations, Legal Support Unit, is responsible for the housing, filing and control of all tax return requests pursuant to 26 U.S.C. 6103(i), (1), (2) and (3).</p> <p>Tax return requests are filed alphabetically by tax payer and consist of nontax criminal investigations application for order; return information other than taxpayer; and disclosure of return information concerning criminal activities.</p> <p>a. Tax return information ^{requests} for the <u>ENTIRE COUNTRY</u> maintained up to calendar year 1982. Volume: 24 cubic feet.</p> <p>Disposition: Transfer immediately to the WNRC. Destroy 10 years after transfer to the WNRC. Destroy in 1999.</p> <p>b. Tax return requests <u>WITHIN THE CRIMINAL DIVISION OR IN SPECIAL CIRCUMSTANCES WHICH WARRANT AUTHORITY IN WASHINGTON.</u> Estimated annual volume: 2-3 cubic feet.</p>		<p>All Changes to this proposed schedule have been approved by:</p> <p><i>[Signature]</i> 7/12/88 NARA Appraiser</p> <p><i>[Signature]</i> 07-12-88 DOJ Records Officer date</p> <p>*Changes discussed & approved, Pat Pitts, Criminal Div., 07-12-88.</p>

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>
	<p>Disposition: Retain inactive files for 5 years, then transfer to the WNRC. Destroy 10 years after transfer to the WNRC. Cut off files at close of calendar year. Transfer to WNRC 5 years after cutoff. Destroy 15 years after cutoff.</p> <p>NOTE: All records shall be placed in authorized records center boxes and sealed prior to transfer to the WNRC. ONLY INDIVIDUALS AUTHORIZED BY THE DIRECTOR, OFFICE OF ENFORCEMENT OPERATIONS, OR THE CHIEF, LEGAL SUPPORT UNIT, SHALL RETRIEVE RECORDS FROM THE BOXES IN THE WNRC.</p>		