

Red NCP 2901804

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Tax Division

3. MINOR SUBDIVISION
Administrative Section

4. NAME OF PERSON WITH WHOM TO CONFER
Pearl Henderson *Pearl O. Henderson*

5. TEL EXT
739-2922

LEAVE BLANK
JOB NO NC1-60-80-7
DATE RECEIVED 4-2-80
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
5-12-80 <i>James E. O'Neil</i> Date <i>(initials)</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3-28-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Zahn</i>	E. TITLE Chief, Records Maintenance and Disposition Section, Records Management Group/RPS/JMD
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Subject files of the Assistant Attorneys General, Tax Division, consisting of correspondence, memoranda and other workpapers relating to housekeeping matters and internal administration of the Tax Division.</p> <p>Disposition: Transfer to the Federal Archives and Records Center after separation of the Assistant Attorney General or when no longer needed for immediate reference, whichever is sooner.</p> <p>Destroy when 5 years old.</p>		<i>1 item</i>

115-107 *(copies to NEW, NWF, agency 8/15/80)*