

12 Feb 82 MH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO

NC1-60-82-2

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

DATE RECEIVED

February 12, 1982

2 MAJOR SUBDIVISION
Tax Division

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Martha A. Lane *pal* 2-10-82

633-4845

8 MAR 1982

Date

Robert M. Yahn
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 2 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

2-10-82

D SIGNATURE OF AGENCY REPRESENTATIVE

Robert M. Yahn
Robert M. Yahn

E TITLE

Chief, Records Maintenance and Disposition
Section, Records Management Group/RPS/JMD

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 SAMPLE OR
JOB NO

10 ACTION TAKEN

1.

The Tax Division is responsible for maintaining a centralized information source for all cases received. In the past, this information was the responsibility of more than one unit and redundant forms were developed to track the information. Now that the Classification Locator Unit (CLU) is the designated source, some of the old cards can be eliminated. The case tracking system has been developed on the IBM System 34.

CLU COPY OF FORM TAX-17b. CLU creates a 3x5 reference card (no form number) for each lien case that is received by the Tax Division. Data maintained on this card is case name, date received, DJ file number, court number, district and a short description of the case. These are the official Department of Justice case record for lien cases. After this card is created and filed, the material is sent to the Lien Unit which creates its own reference card (TAX-17b)

2 times

MASS DATA CHANGE SHEET NOT REQUIRED

Closed Out 4-9-82: K.T.D.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>as well as a copy which is sent to CLU and filed. The data contained on this card is the same as CLU's own reference card except no case description is on the form TAX-17b. Therefore, the copy being sent to CLU from the Lien Unit is being discontinued and the existing copies from the Lien Unit can be destroyed. Approximate volume: 6 cubic feet. 1972 - 1982.</p> <p>Disposition: DESTROY IMMEDIATELY.</p> <p>2. FORM TAX-164. CLU creates three types of reference cards for each new case received within the Tax Division. A record card (OBD-176) is created for each case and all parties involved, and filed in CLU, a docket card (TAX-218) which is forwarded with the case, and a CLU card (TAX-164). The CLU card is created to provide a reference for individuals from outside CLU seeking case information without bothering CLU's classifiers. The automated case tracking system which exists within the Tax Division has rendered the CLU card obsolete. All cases received or opened in the Tax Division since 1977 have been made available to the Sections within Tax via CRT terminals. Older cases are available on the division's official record card, OBD-176. The CLU card is not used as a reference and is an unnecessary burden for CLU to continue. CLU will no longer create this card. All cards in the open file can be destroyed, and all cards in the closed files can be pulled and destroyed. Approximate volume: 63 cubic feet. 1960 - 1982.</p> <p>Disposition: DESTROY IMMEDIATELY.</p>		