

17 May 82 *ML*

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

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Martha A. Lane *mal*

633-4845

LEAVE BLANK

JOB NO

NCL-60-82-9

DATE RECEIVED

May 18, 1982

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the disposal request including amendments is approved except for items that may be "stamped disposal not approved" or "withdrawn" in column 10

5-26-82 *John W. Kane*
Date 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

D SIGNATURE OF AGENCY REPRESENTATIVE

E TITLE

5-13-82

Terry Appenzeller
Terry Appenzeller

**Director, Library Staff
Office of Information Technology/JMD**

7 ITEM NO

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

9 SAMPLE OR
JOB NO

10 ACTION TAKEN

The Tax Division automated its Classification Locator Unit (CLU) in February 1982. This automation enabled CLU to research all incoming mail and to create new cases when necessary. When a new case is created, a docket card is generated by the computer and appended to the mail. The three-month parallel test is now complete and the manually generated record card (Form OBD-176) can be eliminated. This card was created for all cases and matters, and as a secondary cross-reference source. The computer files now contain the same information.

Form OBD-176, Record Card. Copies of the OBD-176 that currently exist on the computer or on the older CLU cards. Approximately 15 cubic feet. 1967 - 2/1982.

Disposition: DESTROY IMMEDIATELY.

1 item

*Closed Out: 6-2-82: K.T.J.
Copy to Agency & NNF*