ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent
(T) Temporary

ITEM	STATUS	WHY INACTIVE
1	NA	lined off prior to approval
2	Active (T)	
3	Active (T)	
4	Active (T)	
5	Active (T)	
6	Active (T)	
7	Active (T)	
8	Active (T)	
9	Active (T)	
10/1	Inactive (P)	superseded by N1-056-08-0002 /3
10/2/a	Inactive (T)	superseded by N1-056-08-0002 /2
10/2/b	Inactive (T)	superseded by N1-056-08-0002 /2
10/2/c	Inactive (T)	superseded by N1-056-08-0002 /2
10/2/d	Inactive (T)	superseded by N1-056-08-0002 /2
10/2/e	Inactive (T)	superseded by N1-056-08-0002 /2
10/2/f	Inactive (T)	superseded by N1-056-08-0002 /2
10/2/g	Inactive (T)	superseded by N1-056-08-0002 /2
10/2/h	Inactive (T)	superseded by N1-056-08-0002 /2
11	Active (T)	
12	Active (T)	
13	Active (T)	
14	Active (T)	
15/a	Inactive (T)	superseded by GRS 5.1 / 020 (DAA-GRS-2016-0016-0002)
15/b	Inactive (T)	superseded by GRS 5.1 / 020 (DAA-GRS-2016-0016-0002)

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER: N1-056-01-05

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received: 2-22-2001

1 FROM (Agency or establishment)

Department of Treasury

2 MAJOR SUBDIVISION

Treasury Inspector General for Tax Administration

3 MINOR SUBDIVISION

Assistant Inspector General for Management Service

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Gwen Bryant-Hill	(202) 622-4635	8-1-01	John W. Carlin

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 4 page(s) are not needed now for the business for 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Feb. 21, 2001.	Steve A. Millie	Chief, Records Management and Resources Branch

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Treasury Inspector General for Tax Administration (TIGTA) The Treasury Inspector General for Tax Administration was established in January 1999 in accordance with the Internal Revenue Service Restructuring and Reform Act of 1998 (RRA 98) to provide independent oversight of Internal Revenue Service (IRS) activities. TIGTA's focus is entirely on tax administration issues. TIGTA conducts and supervises independent and objective audits and investigations relating to IRS programs and operations. TIGTA informs the Secretary of Treasury and the Congress of problems and the progress made in resolving them. (Formerly Job. No. N1-58-87-7) cc Agency, NWMD, NWMW, NR 8/8/01		

1. **Headquarters Single Scope Background, Background, Limited-Background, and Background 5 Year Update Investigative Case Files** consist of textual or microform record copies (originals) of reports, exhibits and correspondence concerning occupants of High Risk positions, or those used for granting security clearances for individuals requiring access at the Top Secret, Secret or Confidential levels. (*formerly job no. N1-58-87-7, Item 5*)
Disposition. **Temporary**. See GRS 18(item 22a).

2. **Headquarters Background, Derogatory Limited Background, Minimum Background, and Background National Agency Check and Inquiry (NACI)** consist of textual or microform record copies (originals) of reports, exhibits, and correspondence for employees in high risk positions, or those used for granting security clearance for individuals requiring access at the Top Secret, Secret or Confidential levels. (*formerly job No. N1-58-87-7, Item 6*).
Disposition. **Temporary**. Transfer to FRC 2 years after date of report, final legal action, or final administrative action, whichever is appropriate. FRC destroys 10 years after date of final report, final legal action, or final administrative action, whichever is appropriate.

3. **Audit Reports and related correspondence, memoranda and other related documents** issued to IRS executives on the efficiency, effectiveness, and economy of IRS programs and operations. (*formerly job No. N1-58-87-7, Item 26*)
Disposition. **Temporary.** Cut off files annually end of December. Transfer to Federal Records Center 1 year after cutoff. Destroy 5 years after cutoff.

4. **Carry-forward audit workpaper files** consisting of reference information that has continuing value after the audit work has been completed. Information has been accumulated in current and past audits and will be used in future audits. Additions of new material and deletions of unessential items are made as the audit progresses. (*formerly job No. N1-58-87-7, Item 28*)
Disposition. **Temporary** Destroy on-site when information is no longer needed.

5. **Audit workpapers and related correspondence** include taxpayer confirmation letter replies, which relate to audits of a particular office or function for a specific period, special studies and/or investigations conducted jointly with other organizations. (*formerly job No. N1-58-87-7, Item 29*)
Disposition. **Temporary.** Cutoff files at end of fiscal year. Transfer to Federal Records center 1 year after cutoff. FRC destroys 3 years after end of fiscal year, which the final report was issued.

6. **Annual Audit Plans, Internal Peer Reviews and Peer Reviews of other Inspector General Offices**, including related paper and correspondence. (*formerly job No. N1-58-7, Item 27)*
Disposition. **Temporary.** Cutoff files at the end of fiscal year. Destroy on-site 3 years after the end of the relevant fiscal year.

7. **Project files dealing with the establishment, maintenance, and oversight of the audit program**, including Office of Audit Operations Manual instructions, and training activities. (*formerly job No. N1-58-87-7, Item 30)*
Disposition. **Temporary.** Cut off files at end of fiscal year. Destroy on-site3 years after the end of relevant fiscal year.

8. **Weekly Reports of Investigator (Form 1820)** consist of reports of expenditures of time by special agents. (*formerly Job No. N1-58-87-7, Item 3*)
Disposition. **Temporary**. Cut off files at end of fiscal year. Destroy on-site 2 years after cutoff date.

9. **Weekly Reports of Investigator (Form 1820)** consist of reports of expenditures of time by special agents. (*formerly Job No. N1-58-87-7, Item 3*)
Disposition. **Temporary**. Cut off files at end of fiscal year. Destroy on-site 2 years after cutoff date.

10. **Investigative Case Files** are developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations. It consist of cases relating to IRS personnel and programs and operations administered or financed by IRS, including contractors and other having a relationship with IRS. It also includes investigative files relating to employee and other miscellaneous complaint files.

(1) **Permanent Investigative Case Files** are case files dealing with the Commissioner of the IRS, Deputy Commissioners, and Presidential Appointees, Executive Offices of President employees and other equivalent offices. Case files attracting significant national or regional media attention or congressional interest and case files that substantively change an agency policies and procedures.
Disposition. Permanent. Cutoff after the final, legal or administrative action. Transfer to FRC 2 years after cutoff date. Offer to NARA 15 years after cutoff date.

(2) (a) **Conduct Investigative Case Files** consist of reports, exhibits, workpapers and correspondence for employee conduct investigations. (*formerly Job No. N1-58-87-7, Item 8*)
Disposition. **Temporary**. Cutoff files after final report, legal or administrative action is concluded. Transfer to the Federal Records Center (FRC) 2 years after cutoff. Destroy 15 years after cutoff.

(2) (b) **Bribery Investigative Case** consists of reports, exhibits, workpapers and correspondence for employee bribery investigations. (*formerly Job No. N1-58-87-7, Item 9*)
Disposition. **Temporary.** Cutoff files after final report, legal or administrative action. Transfer to Federal Records Center (FRC) 2 years after cutoff. Destroy 15 years after cutoff.

(2) (c) **Disclosure Investigative Case Files** consist of reports, exhibits, workpapers and correspondence for employee disclosure investigations. (*formerly Job No. 58-87-7, Item 10*)
Disposition. **Temporary.** Cutoff files after final report, legal or administrative action. Transfer to FRC 2 years after cutoff. Destroy 15 years after cutoff.

(2) (d) **Enrollee Charge Investigative Case Files** consist of reports, exhibits, workpapers and correspondence for enrollee charge investigations. (*formerly Job No. 58-87-7, Item 11*)
Disposition. **Temporary.** Cutoff files after final report, legal or administrative action. Transfer files to FRC 2 years after cutoff. Destroy 15 years after cutoff.

(2) (e) **Assault or Threat Investigative Case Files** consist of reports, exhibits, workpapers and correspondence for assault or threat charge investigations. (*formerly Job No. N1-58-87-7, Item 12*)
Disposition. **Temporary.** Cutoff files after final report, legal or administrative action. Transfer to FRC 2 years after cutoff. Destroy 15 years after cutoff.

(2) (f) **Special Inquiry Investigative** consists of record copies of reports, workpapers, exhibits and correspondence in Special Inquiry Investigations. (*formerly Job No. N1-58-87-7, Item 13*)
Disposition. **Temporary.** Cutoff files after final report, legal or administrative action. Transfer files to FRC 2 years after cutoff. Destroy 15 years after cutoff.

(2) (g) **Tort Claim Investigative Case Files** consist of reports, exhibits, workpapers and correspondence for tort claim investigations. (*formerly Job No. N1-58-87-7, Item 14*)
Disposition. **Temporary.** Cutoff files after final report, legal or administrative action. Transfer to FRC 2 years after cutoff. Destroy 15 years after cutoff.

(2) (h) **Enrollee Applicant Investigative Case Files** consist of copies of reports, exhibits, workpapers and correspondence for enrolled applicant investigations. (*formerly Job. No. N1-58-87-7, Item 15*)
Disposition. **Temporary.** Cutoff files after final report, legal, or administrative action. Transfer to the FRC 2 years after cutoff. Destroy 15 years after cutoff.

11. **Miscellaneous Information Files** - (**Confidential Informants**) identifies information about confidential informants. (*formerly Job No. N1-58-87-7, Item 18*)
Disposition. **Temporary.** Cutoff files at end of Fiscal Year. Destroy on-site 3 years after cutoff.

12. **Electronic Equipment Fiscal Inventory Report** is submitted to the Attorney General. (*formerly Job No. N1-58-87-7, Item 22*)
Disposition. **Temporary.** Cutoff files at end of fiscal year. Destroy on-site 10 years after cutoff.

13. **Electronic Interceptions Reports** are fiscal or quarterly reports submitted to the deputy Attorney General summarizing the results of electronic interceptions. (*formerly Job No. N1-58-87-7, Item 23*)
Disposition. **Temporary.** Cutoff files at end of fiscal year. Destroy on-site 10 years after cutoff.

14. **Electronic Equipment Inventory Records** are files containing Custody Receipt for Government Property (Form 1930) and (Form 6500) Technical Equipment Log. (*formerly Job No. N1-58-87-7, Item 24)*
Disposition. **Temporary.** Cutoff files at end of fiscal year. Destroy on-site 10 years after cutoff.

Electronic Records

15. **Electronic Mail and Word Processing System Copies** consist of electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions or dissemination.

a. Copies that have no further administrative value after the record keeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or to their 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 when recordkeeping copy is 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.