

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-056-05-2	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 3/29/05	
2 MAJOR SUBDIVISION Treasury Inspector General for Tax Administration (TIGTA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Chief Counsel		DATE 9/21/05	
4. NAME OF PERSON WITH WHOM TO CONFER Brady J Kiehm (Asst Chief Counsel)		ARCHIVIST OF THE UNITED STATES Alban Weinstein	
5 TELEPHONE (202) 927-7052			
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 ____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 03/17/2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vernica Morris</i>	TITLE Director, Information Services Division and Departmental Offices Records Officer	
7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Treasury Inspector General for Tax Administration (TIGTA)</p> <p>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 (RRA98) 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</p> <p>This SF-115 covers a series of records being created in the Office of TIGTA, Office of Chief Counsel (To be associated with approved authority N1-056-01-8)</p> <p>Disclosure Section Files Files maintained by the Office of Chief Counsel and pertain to disclosure, amendment, and/or referral of TIGTA records These records include files created in the process of disclosure of documents, such as, but not limited to, referrals to other law enforcement agencies for prosecutorial purposes, releases to other government agencies for suitability determinations, and requests for testimony and/or documents in conjunction with judicial or administrative proceedings Files pertaining to Freedom of Information Act (FOIA) and Privacy Act requests for access to TIGTA records are governed by the National Archives and Records Administration General Records Schedule and are thus excluded from coverage under this record series</p> <p>TEMPORARY Cutoff files at the end of the fiscal year Transfer to the Federal Record Center when 2 years old Destroy 8 years after cutoff</p>		

Electronic Mail and Word Processing System Copies

Electronic copies of records created on electronic mail and word processing or other electronic systems and used solely to generate a record keeping copy of the records covered by the other items on this schedule. Also includes electronic copies of records created on electronic mail and word processing and other electronic systems that are maintained for updating, revision, or dissemination.

- a. Copies having no further administrative value after the recordkeeping copy has been produced - including copies maintained by individuals in personal files, personal electronic files, personal electronic mail directories, or other 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 within 180 days after the recordkeeping copy has been 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.

* These items added to cover email and word processing copies associated with Disclosure Section Files in this schedule... w/ concurrence of agency records officer.

Trace Taylor
5/16/05