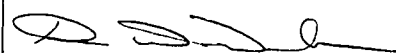


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-56-87-1	DATE RECEIVED 10/1/86
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary (OS)		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Tax Policy			
4 NAME OF PERSON WITH WHOM TO CONFER Shirley A. Parran - OS Records Officer	5 TELEPHONE EXT 566-9822	DATE 12/2/88	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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 9/24/86	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Director, Administrative Operations Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Department of the Treasury Office of the Secretary Office of Tax Policy</p> <p>The Office of the Assistant Secretary (Tax Policy) advises and assists the Secretary and the Deputy Secretary in the formulation and execution of domestic and international tax policies and programs. These functions, carried out by supporting staff offices, include: analysis of proposed tax legislation and tax programs; projections of economic trends affecting tax bases; studies of effects of alternative tax measures; preparation of official estimates of Government receipts for the President's annual budget messages, legal advice and analysis on domestic and international tax regulations and rulings; participation in international tax treaty negotiations and in maintenance of relations with international organizations on tax matters.</p> <p><u>Subject Files.</u></p> <p>Contain documentation of correspondence, charts, press releases, speeches, publications that contribute to an understanding of the subject and other material relevant to the history of a particular tax subject.</p> <p><u>Disposition:</u> Permanent. Break file annually. Transfer to WRC when two years old. Offer to NARA when 20 years old. See next page.</p>	<p>GRS 11/1/88</p> <p>See <i>See Banner 8-10-88</i></p>	<p>Agency representative date</p> <p>NARA appraiser date</p> <p><i>11/1/88</i></p> <p><i>11/1/88</i></p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN (NARS USE ONLY)
	<p><u>Disposition:</u> Permanent. Transfer to WNRC immediately. (a) ca. 1936 through 1972: Transfer to the National Archives in 1992. ca. 95 cu. ft.</p> <p>(b) 1973 through 1986: Transfer to the National Archives in 2006. ca. 125 cu. ft.</p>		
2	<p>Legislative History Files</p> <p>Contains documentation of correspondence, reports and relevant material relating to Treasury's position on congressional bills and revenue acts.</p> <p>Disposition: Permanent. Break file at end of Congressional session. Transfer to WNRC when two years old. Offer to NARA when 20 years old.</p>		WITHDRAWN
3.	<p><u>Treasury Decision (TD) Files.</u></p> <p>Contain a case history of an Internal Revenue Service (IRS) regulation from the time it is instituted as a project until it becomes a TD. Background material relevant to the history of the TD is also included.</p> <p><u>Disposition:</u> Break closed files annually. Transfer to WNRC when 2 years old. Destroy when 50 years old.</p>		
4.	<p><u>Briefing Books.</u></p> <p>Contain background material prepared by staff for use by the Secretary of the Treasury and other top officials to prepare them for testimony before congressional committees. these books also contain information regarding Treasury's position on tax programs.</p> <p><u>Disposition:</u> Transfer to WNRC immediately. Destroy when 20 years old. ca. 10 cu. ft.</p>		
5.	<p><u>Revenue Estimating Records.</u></p> <p>Contain a mixture of worksheets, memos, EPA Notice of Federal Certifications, subject files, reports and Secretary's Annual Survey Forms.</p> <p><u>Disposition:</u> Transfer to WNRC immediately. Destroy when 10 years old. ca. 27 cu. ft.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
6.	<p><u>Statistics of Income Analysis Computer Program.</u></p> <p>Printout of line code for a computer program used to analyze the Statistics of Income compiled by the IRS.</p> <p>Disposition: Destroy when 5 years old.</p>		