

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

ncd 22918/14

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2 MAJOR SUBDIVISION
Office of the Secretary

3 MINOR SUBDIVISION
Office of Assistant Secretary (Tax Policy)

4 NAME OF PERSON WITH WHOM TO CONFER
Jack Best

5 TEL EXT
566-2010

LEAVE BLANK	
JOB NO	<i>NCI-56-81-1</i>
DATE RECEIVED	<i>April 22, 1981</i>
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-22-81</i> Date	<i>[Signature]</i> 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
3-20-81	<i>[Signature]</i>	Sarah J. Allen, Chief, Communications and Records Management Branch, Records Officer Office of the Secretary

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>DEPARTMENT OF THE TREASURY OFFICE OF THE SECRETARY OFFICE OF THE ASSISTANT SECRETARY (TAX POLICY) OFFICE OF TAX ANALYSIS</p> <p>The Office of the Assistant Secretary (Tax Policy) advises and assists the Secretary and Deputy Secretary in the formulation and execution of domestic and international tax policies and programs.</p> <p>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 matters; assistance in the development and review of tax legislation and domestic and international tax regulations and rulings; participation in international tax treaty negotiations and in maintenance of relations with international organizations on tax matters; and prescription of depreciation rates and repair allowances.</p>		

*Closed Out. 10-6-81: H.F.D.
Copy to Agency & NARS 1 item*