

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0058-2012-0005**  
Schedule Status                      **Approved**

Agency or Establishment              **Internal Revenue Service**  
Record Group / Scheduling Group      **Records of the Internal Revenue Service**  
Records Schedule applies to              **Major Subdivision**  
Major Subdivision                      **Office of the Chief Counsel**  
Schedule Subject                      **Chief Counsel records**  
Internal agency concurrences will be provided      **No**

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
23	3	20	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0058-2012-0005

Sequence Number	
1	I. Administrative Records
1.1	Organization Program Records Disposition Authority Number: DAA-0058-2012-0005-0001
1.2	Narrative and Statistical Reports Disposition Authority Number: DAA-0058-2012-0005-0002
1.3	Freedom of Information Act (FOIA), Privacy Act and I.R.C. 6110 Request Files. (a) Requests for records under the FOIA and/or Privacy Act (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0003
1.4	Freedom of Information Act (FOIA), Privacy Act and I.R.C. 6110 Request Files. (b) Requests for records under section 6110 of the Internal Revenue Code (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0004
1.5	CCDM, Chief Counsel Notices, Division Counsel Notices and Orders; and Counsel-authored IRM sections. (a) Record copy Disposition Authority Number: DAA-0058-2012-0005-0005
1.6	II. Legal Advice and Assistance Records
1.6.1	Routine Cases (Tax) (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0006
1.6.2	Significant Cases (Tax) (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0007
1.6.3	Nontax Cases. (b) All other routine legal advice and assistance records (arranged in 1-year blocks). Disposition Authority Number: DAA-0058-2012-0005-0008
1.6.4	Nontax Cases. (c) Significant legal advice and assistance records (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0009
1.6.5	Changes in Accounting Methods. (a) Requests for the issuance of a letter ruling and post-consent review of automatic consent request (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0010
1.6.6	Changes in Accounting Methods. (b) Automatic consent changes in accounting methods (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0011
1.6.7	Earnings and Profits Determinations (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0012
1.6.8	Municipal Bond Issues (arranged in 1-year blocks)

1.6.9	Disposition Authority Number: DAA-0058-2012-0005-0013 Closing Agreement Records (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0014
2	III. Litigation (Civil and Criminal) Records
2.1	Routine Cases (Tax) (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0016
2.2	Significant Cases (Tax) (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0017
2.3	Routine Cases (Nontax) (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0018
2.4	Significant Cases (Nontax) (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0019
2.5	Actions on Decisions (arranged in 1-year blocks) Disposition Authority Number: DAA-0058-2012-0005-0020
3	IV. Published Guidance Records
3.1	Ministerial Revenue Procedures, Announcements and Notices (and Published Guidance Project (PGP) Matters that are closed without action) Disposition Authority Number: DAA-0058-2012-0005-0023
4	V. Legislation, Legislative Proposals and Congressional Oversight
4.1	Legislation and Proposed Legislation Disposition Authority Number: DAA-0058-2012-0005-0024
4.2	Congressional Correspondence Disposition Authority Number: DAA-0058-2012-0005-0025
4.3	Government Accountability Office Records Disposition Authority Number: DAA-0058-2012-0005-0026

Records Schedule Items

Sequence Number

1

I. Administrative Records

1.1

Organization Program Records

Disposition Authority Number DAA-0058-2012-0005-0001

Records relating to the overall mission, function, structure, or role of the organizations, which provide historical background or program continuity with regard to policies, programs, functions, organizational structure, staffing or processes and procedures (arranged in 10-year blocks). (At time of scheduling, the records exist in paper format only.)

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
RCS 14, Item I.1	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation NC1-058-79-001 / 2

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer block to the National Archives when 30 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1936 To 1985

How frequently will your agency transfer these records to the National Archives? Every 10 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

Paper	20 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

**Narrative and Statistical Reports**

Disposition Authority Number **DAA-0058-2012-0005-0002**

Records on status of work, staff hours expended, and workload analyses (including recurring and special reports required of the organizations as to their operations, plans, status of work, accomplishments, etc.).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item I.3	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation **NC1-058-79-001 / 4/1/A**

**Disposition Instruction**

Cutoff Instruction **Cut off at the end of the calendar year.**

Retention Period **Destroy 10 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

1.3

Freedom of Information Act (FOIA), Privacy Act and I.R.C. 6110 Request Files. (a) Requests for records under the FOIA and/or Privacy Act (arranged in 1-year blocks)

Disposition Authority Number **DAA-0058-2012-0005-0003**

The incoming letters from requesters, search memoranda, responsive records and work papers arising out of the processing of these requests for records under the FOIA and/or Privacy Act.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
RCS 14, Item I.5(a)	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation N1-058-93-004 / 1/1

Disposition Instruction

Retention Period Destroy block after 6 years.

Additional Information

GAO Approval Not Required

Freedom of Information Act (FOIA), Privacy Act and I.R.C. 6110 Request Files. (b) Requests for records under section 6110 of the Internal Revenue Code (arranged in 1-year blocks)

Disposition Authority Number DAA-0058-2012-0005-0004

The incoming letters from requesters, search memoranda, responsive records and work papers arising out of the processing of these requests for records under section 6110 of the Internal Revenue Code.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title

1.4

1.5

RCS 14, Item I.5(b)	Records Control Schedule for the Office of the Chief Counsel
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GRS or Superseded Authority Citation      N1-058-93-004 / 1/2

**Disposition Instruction**

Retention Period      Destroy block after 3 years.

**Additional Information**

GAO Approval      Not Required

**CCDM, Chief Counsel Notices, Division Counsel Notices and Orders; and Counsel-authored IRM sections. (a) Record copy**

Disposition Authority Number      DAA-0058-2012-0005-0005

(At time of scheduling, the records exist in paper format only.)

Final Disposition      Permanent

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

Manual Citation	Manual Title
RCS 14, Item I.6(a)	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation      N1-058-96-006 / 4/A/1/A  
N1-058-96-006 / 4/A/2  
N1-058-96-006 / 4/B

**Disposition Instruction**

Cutoff Instruction      Cut off at the end of the calendar year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 years after cutoff.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1982 To 2000

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>30 Cubic feet</b>	
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

1.6

**II. Legal Advice and Assistance Records**

1.6.1

**Routine Cases (Tax) (arranged in 1-year blocks)**

Disposition Authority Number **DAA-0058-2012-0005-0006**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
<b>RCS 14, Item II.17</b>	<b>Records Control Schedule for the Office of the Chief Counsel</b>

**Disposition Instruction**

Transfer to Inactive Storage **Retire block to records center after 1 year. Space permitting, cases may be retained on premises.**

Retention Period **Destroy block after 5 years.**

**Additional Information**

GAO Approval **Not Required**

1.6.2

**Significant Cases (Tax) (arranged in 1-year blocks)**

Disposition Authority Number **DAA-0058-2012-0005-0007**

**Significant cases as approved by a GS-15 or above.**

Final Disposition Temporary  
 Item Status Active  
 Is this item media neutral? Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
RCS 14, Item II.18	Records Control Schedule for the Office of the Chief Counsel

**Disposition Instruction**

Transfer to Inactive Storage Retire block to records center after 1 year. Space permitting, cases may be retained on premises.  
 Retention Period Destroy block after 30 years.

**Additional Information**

GAO Approval Not Required

1.6.3

**Nontax Cases. (b) All other routine legal advice and assistance records (arranged in 1-year blocks).**

Disposition Authority Number DAA-0058-2012-0005-0008

Final Disposition Temporary  
 Item Status Active  
 Is this item media neutral? Yes  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
RCS 14, Item II.19(b)	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation N1-058-04-005 / 10/3

**Disposition Instruction**

1.6.4

Transfer to Inactive Storage Retire clock to records center after 1 year. Space permitting, cases may be retained on premises.

Retention Period Destroy block after 5 years.

Additional Information

GAO Approval Not Required

**Nontax Cases. (c) Significant legal advice and assistance records (arranged in 1-year blocks)**

Disposition Authority Number DAA-0058-2012-0005-0009

Significant legal advice and assistance cases as approved by a GS-15 or above.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
RCS 14, Item II.19(c)	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation N1-058-04-005 / 10/1

Disposition Instruction

Transfer to Inactive Storage Retire block to records center after 1 year. Space permitting, cases may be retained on premises.

Retention Period Destroy block after 20 years.

Additional Information

GAO Approval Not Required

1.6.5

**Changes in Accounting Methods. (a) Requests for the issuance of a letter ruling and post-consent review of automatic consent request (arranged in 1-year blocks)**

Disposition Authority Number DAA-0058-2012-0005-0010

Applications for changes in accounting method, correspondence and work papers arising from the receipt of a request for the issuance of a letter ruling (e.g., advance consent requests filed under Rev. Proc. 97-27, 1997-1 C.B. 680 (or successor) and post-consent review of automatic consent request pursuant to Rev.

Proc.2011-14, 2011-4 I.R.B. 330)(or successor). Includes rulings regarding section 468A amounts.

Final Disposition **Temporary**  
 Item Status **Active**  
 Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item II.20(a)	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation **N1-058-08-006 / 26/1**

**Disposition Instruction**

Transfer to Inactive Storage **Retire block to records center after 3 years.**  
 Retention Period **Destroy after 13 years.**

**Additional Information**

GAO Approval **Not Required**

1.6.6

**Changes in Accounting Methods. (b) Automatic consent changes in accounting methods (arranged in 1-year blocks)**

Disposition Authority Number **DAA-0058-2012-0005-0011**

Applications for changes in accounting method and related correspondence pertaining to an automatic consent change in accounting methods. (e.g., requests filed under Rev. Proc. 2011-14, 2011-41 I.R.B. 330 (or successor) other than those described in section 6(a).

Final Disposition **Temporary**  
 Item Status **Active**  
 Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
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1.6.7	<b>RCS 14, Item II.20(b)</b>	<b>Records Control Schedule for the Office of the Chief Counsel</b>	
	GRS or Superseded Authority Citation	N1-058-08-006 / 26/2	
	Disposition Instruction		
	Retention Period	Destroy block 3 years after processing year.	
	Additional Information		
	GAO Approval	Not Required	
	<b>Earnings and Profits Determinations (arranged in 1-year blocks)</b>		
	Disposition Authority Number	DAA-0058-2012-0005-0012	
	Final Disposition	Temporary	
	Item Status	Active	
Is this item media neutral?	Yes		
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No		
1.6.8	Manual Citation	Manual Title	
	<b>RCS 14, Item II.21</b>	<b>Records Control Schedule for the Office of the Chief Counsel</b>	
	GRS or Superseded Authority Citation	NC1-058-79-001 / 21	
	Disposition Instruction		
	Transfer to Inactive Storage	Retire block to records center after 2 years.	
	Retention Period	Destroy block after 30 years.	
	Additional Information		
	GAO Approval	Not Required	
	<b>Municipal Bond Issues (arranged in 1-year blocks)</b>		
	Disposition Authority Number	DAA-0058-2012-0005-0013	
Final Disposition	Temporary		
Item Status	Active		
Is this item media neutral?	Yes		

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item II.22	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation **N1-058-93-004 / 10**

**Disposition Instruction**

Transfer to Inactive Storage **Retire block to records center after 2 years.**

Retention Period **Destroy block after 30 years.**

**Additional Information**

GAO Approval **Not Required**

**Closing Agreement Records (arranged in 1-year blocks)**

Disposition Authority Number **DAA-0058-2012-0005-0014**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item II.23	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation **NC1-058-79-001 / 22/2**

**Disposition Instruction**

Transfer to Inactive Storage **Retire block to records center after 2 years.**

Retention Period **Destroy block 30 years after the end of the effective period of the closing agreement.**

**Additional Information**

1.6.9

2

GAO Approval **Not Required**

**III. Litigation (Civil and Criminal) Records**

2.1

**Routine Cases (Tax) (arranged in 1-year blocks)**

Disposition Authority Number **DAA-0058-2012-0005-0016**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item III.35	Records Control Schedule for the Office of the Chief Counsel

**Disposition Instruction**

Transfer to Inactive Storage **Retire block to records center after 1 year. Space permitting, cases may be retained on premises.**

Retention Period **Destroy block after 10 years.**

**Additional Information**

GAO Approval **Not Required**

2.2

**Significant Cases (Tax) (arranged in 1-year blocks)**

Disposition Authority Number **DAA-0058-2012-0005-0017**

**Significant tax cases as approved by a GS-15 or above.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item III.36	Records Control Schedule for the Office of the Chief Counsel

2.3

**Disposition Instruction**

Transfer to Inactive Storage      Retire block to records center after 1 year. Space permitting, cases may be retained on premises.

Retention Period      Destroy block after 30 years.

**Additional Information**

GAO Approval      Not Required

**Routine Cases (Nontax) (arranged in 1-year blocks)**

Disposition Authority Number      DAA-0058-2012-0005-0018

Final Disposition      Temporary

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

Manual Citation	Manual Title
RCS 14, Item III.37	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation      N1-058-04-005 / 10/3

**Disposition Instruction**

Transfer to Inactive Storage      Retire block to records center after 1 year. Space permitting, cases may be retained on premises.

Retention Period      Destroy block after 5 years.

**Additional Information**

GAO Approval      Not Required

2.4

**Significant Cases (Nontax) (arranged in 1-year blocks)**

Disposition Authority Number      DAA-0058-2012-0005-0019

**Significant nontax cases as approved by a GS-15 or above.**

Final Disposition      Temporary

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item III.38	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation **N1-058-04-005 / 10/1**

**Disposition Instruction**

Transfer to Inactive Storage **Retire block to records center after 1 year. Space permitting, cases may be retained on premises.**

Retention Period **Destroy block after 20 years.**

**Additional Information**

GAO Approval **Not Required**

**Actions on Decisions (arranged in 1-year blocks)**

Disposition Authority Number **DAA-0058-2012-0005-0020**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
RCS 14, Item III.39	Records Control Schedule for the Office of the Chief Counsel

GRS or Superseded Authority Citation **NN-169-88 / 41/C**

**Disposition Instruction**

Transfer to Inactive Storage **Retire block to records center after 2 years.**

Retention Period **Destroy block after 30 years.**

**Additional Information**

2.5

3	GAO Approval	Not Required				
3.1	<b>IV. Published Guidance Records</b>					
	<b>Ministerial Revenue Procedures, Announcements and Notices (and Published Guidance Project (PGP) Matters that are closed without action)</b>					
	Disposition Authority Number	DAA-0058-2012-0005-0023				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RCS 14, Item IV.52</td> <td>Records Control Schedule for the Office of the Chief Counsel</td> </tr> </tbody> </table>		Manual Citation	Manual Title	RCS 14, Item IV.52	Records Control Schedule for the Office of the Chief Counsel
Manual Citation	Manual Title					
RCS 14, Item IV.52	Records Control Schedule for the Office of the Chief Counsel					
	Disposition Instruction					
	Retention Period	Destroy after 3 years.				
	Additional Information					
	GAO Approval	Not Required				
4	<b>V. Legislation, Legislative Proposals and Congressional Oversight</b>					
4.1	<b>Legislation and Proposed Legislation</b>					
	Disposition Authority Number	DAA-0058-2012-0005-0024				
	Includes drafts of proposed legislation and report language, comments on proposed legislation, and other agencies' comments on proposed legislation, and Administration Budget Proposals. (At time of scheduling, the records exist in paper format only.)					
	Final Disposition	Permanent				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
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Manual Citation	Manual Title					

RCS 14, Item V.63	Records Control Schedule for the Office of the Chief Counsel
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**Disposition Instruction**

Cutoff Instruction                      Cut off files at the end of each Congressional Session.

Transfer to Inactive Storage            Retire to records center 5 years after cutoff.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 1965 To 1995

How frequently will your agency transfer these records to the National Archives?      Every 2 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	222 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4.2

**Congressional Correspondence**

Disposition Authority Number      DAA-0058-2012-0005-0025

Includes constituent inquiries and other correspondence from individual members or committees of Congress (not related to hearings).

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?            Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

Manual Citation	Manual Title
RCS 14, Item V.64	Records Control Schedule for the Office of the Chief Counsel

**Disposition Instruction**

Cutoff Instruction                      Cut off files at the end of each Congressional Session.

Transfer to Inactive Storage            Retire to records center 5 years after cutoff.

Retention Period                         Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval                              Not Required

**Government Accountability Office Records**

Disposition Authority Number        DAA-0058-2012-0005-0026

GAO's open and closed audits related to the IRS, the GAO Report, audit initiation or request, disclosure access and operations, functional area comments, draft and summary reports, distribution of reports and the IRS' responses to audit recommendations.

Final Disposition                         Temporary

Item Status                                 Active

Is this item media neutral?            Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        No

Manual Citation	Manual Title
RCS 14, Item V.65	Records Control Schedule for the Office of the Chief Counsel

**Disposition Instruction**

Cutoff Instruction                         Cut off closed cases at the end of each calendar year.

Transfer to Inactive Storage            Retire to records center 2 years after cutoff.

Retention Period                         Destroy 20 year(s) after cutoff.

**Additional Information**

4.3

GAO Approval

Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
06/24/2012	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
06/05/2013	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
09/17/2013	Submit For Certification	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
09/17/2013	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
11/17/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist