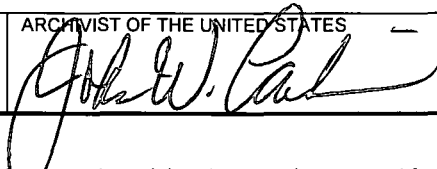



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-058-00-1</i>	
1 FROM (Agency or establishment) Department of Treasury		DATE RECEIVED <i>10/12/99</i>	
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Safeguards		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Raymond O'Brien Lowell Langers, Records Specialist		5 TELEPHONE (202) 622-2911 (202) 283-9357	DATE <i>3-29-00</i>
5 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 <u>1</u> pages(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,		ARCHIVIST OF THE UNITED STATES 	
<input checked="" type="checkbox"/> is not required,		<input type="checkbox"/> is attached, or	
<input type="checkbox"/> has been requested		TITLE IRS Records Officer National Office, M S RE FS Washington, DC 20224	
DATE August 19, 1999	SIGNATURE OF AGENCY REPRESENTATIVE  Adria A. Lipka		
7 ITEM NO 1	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION RECORD CONTROL SCHEDULE 16 - EXAMINATION The records covered by this schedule are created and issued Servicewide As part of the IRS Office of the Assistant Commissioner (Examination) This office is under the jurisdiction of the IRS Chief Operations Officer This item is a proposed change to an existing disposition authority, NC1-58-85-8 <u>OFFICE OF SAFEGUARD REPORTS</u> (See attached Disposition Instructions)	9 GRS OR SUPERSEDED JOB CITATION <i>NC1-58-85-8, item 6</i>	10 ACTION TAKEN (NARA USE ONLY)

Agency, NWML, NR

SERVICEWIDE EXAMINATION /DISCLOSURE/FEDSTATE

Item No.	Series Description	Authorized Disposition	Superseded NARA Job No
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76. OFFICE OF SAFEGUARD REPORTS

Files consisting of procedures, reports, and workpapers pertaining to the planning and executing of safeguard reviews pursuant to IRC §6103

A SAFEGUARD PROCEDURES REPORTS

The federal or state agency's description of how federal tax information will be processed and protected from unauthorized disclosure

CUTOFF file annually
DESTROY after 2 subsequent
Safeguard Procedures Reports are
received

*NCI-58-85-8
item 6(1)a
NEW*

B SAFEGUARD ACTIVITY REPORTS

The federal or state agency's annual report, advising IRS of minor changes to the procedures or safeguards specified in the Safeguard Procedures Report, actions on review recommendations, current annual activities, and planned actions affecting procedures

CUTOFF file annually
DESTROY when 5 years old

*NCI-58-85-8
item 6(2)a
NEW*

C SAFEGUARD REVIEW REPORTS AND WORKPAPERS

Reports of IRS on-site evaluations of federal, state, or local agencies' practices for safeguarding federal tax returns and/or return information

1 Record copy

CUTOFF file annually
DESTROY after 2 subsequent reviews
are completed

*NCI-58-85-8
item 6(2)b
NEW*

2 Electronic copy

~~DISPOSITION not authorized
pending~~

NEW

D REFERENCE/MANAGEMENT RECORDS

CUTOFF file annually
DESTROY when 3 years old

*NEW
NCI-58-85-8
item 6(3)a*