

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-058-04-3</i>	
1. FROM (Agency or establishment) Department of Treasury		DATE RECEIVED <i>4-29-2004</i>	
2. MAJOR SUBDIVISION Internal Revenue Service (IRS)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of the Commissioner, Internal Revenue Service			
4. NAME OF PERSON WITH WHOM TO CONFER DANIEL W. BENNETT, IRS Records Officer ANTHONY B. CINCOTTA, Program Analyst		5. TELEPHONE (202) 283-9359 (202) 622-4404	DATE <i>10-29-04</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>2</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
DATE April 7, 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel W. Bennett</i> Daniel W. Bennett		TITLE IRS Records Officer National Office, OS:A:RE:SC (CP-6, 10) Washington, DC 20224
7. ITEM NO.	8. DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Record Control Schedule 8, Administration/Organization [old title Office of the Commissioner]</p> <p>The records covered by this schedule are received and accumulated in the Office of the Commissioner, Internal Revenue Service.</p> <p>This Request for Disposition Authority is intended to amend RCS 8, to add new Item 14 <i>Correspondence addressed to the Commissioner of the Internal Revenue Service</i>. This record series covers all correspondence received from outside sources which requires a response from the Office of the Commissioner, Internal Revenue Service. The correspondence is sent to various offices which include, but are not limited to those of the Commissioner of Internal Revenue, Deputy Commissioner, Secretary of the Treasury, Vice President of the United States, and President of the United States. The correspondence does not include inquiries directed from Congress. Congressional liaison is scheduled elsewhere in the IRS Records Control Schedules.</p> <p>Correspondence is received and then delegated to a case worker for research and response. Correspondence is scanned to develop a digital stored image from which the delegated responder can work. Historically, the correspondence has been tracked and reported in several electronic systems. These various systems have, at the time of this schedule, been combined into a single system (Integrated Correspondence Tracking and Reporting System – or ICTRS). The ICTRS will follow the proposed retention period, but it is not a system of record. The original correspondence is maintained in the native hardcopy format in which it was received in the Office of the Commissioner, Internal Revenue Service. Correspondence is cutoff annually by Calendar Year to align filing and reference</p>		<i>cc agency, NWMP NWMPA, YAR</i>

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with tax return processing years. Disposition of the correspondence is intended to track maintenance of Individual Tax Returns for which most of the issues relate.

Copies of business and corporate related matters invariably are filed in case files.

Copies of correspondence related to criminal matters, threats of violent acts against IRS employees or structures, and/or threats of terrorism, and other similar matters requiring investigations by IRS (and other law enforcement), are developed into case files (or are evidentiary – exhibits). The case files are scheduled elsewhere in the IRS Records Control Schedules. In the latter, the original correspondence is not retained in the routine correspondence files, but is relocated to a case file (investigative or legal) on the matter.

The ICTRS tracks the final location of the original hardcopy correspondence. Unless otherwise stated by case numerators, it is maintained in the routine correspondence files.

Note - The correspondence has been segregated into two parts; Non-irradiated, and, Irradiated (dates October 2001 to July 2002). In the fall of 2001, the United States Postal Service experienced a terrorist threat when anthrax spores were discovered in U.S. Mail within several postal processing annexes. For a period of nine months, all mail processed in the Washington, D.C. area was irradiated in an effort to neutralize the anthrax. During this period, the Office of the Commissioner segregated the received correspondence from all previously filed correspondence. The two parts have identical proposed retentions (7 years).

ADMINISTRATION/ORGANIZATION

Item No.	Series Description	Authorized Disposition	NARA Job No.
14.	<p><u>CORRESPONDENCE ADDRESSED TO THE COMMISSIONER OF THE INTERNAL REVENUE SERVICE</u> These records include correspondence and enclosed material that are sent to the Internal Revenue Service for action and are addressed to any of the following:</p> <ul style="list-style-type: none">• Commissioner of Internal Revenue• Deputy Commissioner• Secretary of the Treasury• Vice President of the United States, and• President of the United States	<p>Cutoff at the end of the Calendar Year. Retire to Records Center when 3 years old. Destroy when 7 years old.</p> <p>Cutoff at the end of the Calendar Year. Retire to Records Center when 3 years old. Destroy when 7 years old.</p>	NEW

Copies of correspondence with case information, including responses are available in the Executive Control Management System (ECMS) database and its predecessor Integrated Correspondence Tracking and Reporting System (ICTRS).

- a. ***Non-irradiated paper records*** (all original correspondence except copies only of October 2001 to July 2002 correspondence that was irradiated – See Item 14b.).
- b. ***Irradiated paper records*** (all original correspondence dated October 2001 to July 2002 that was irradiated during National Emergency).