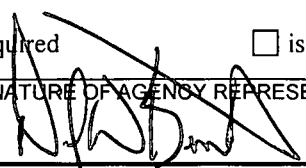


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|---|---|-----------------------------------|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-058-05-3</i> | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>1-5-2005</i> | |
| 1. FROM (Agency or establishment) Department of Treasury | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Internal Revenue Service (IRS) | | | |
| 3. MINOR SUBDIVISION Human Capital - Personnel Field Services | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Rhonda Alderman John B. Ellis | 5. TELEPHONE NUMBER (202) 283-7343 (202) 283-9291 | DATE <i>6/19/05</i> | BY ARCHIVIST OF THE UNITED STATES <i>Howard Howard</i> |
| 6. 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 _____ page(s) are not needed now for the business for 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. | | | |
| DATE <i>12/29/04</i> | SIGNATURE OF AGENCY REPRESENTATIVE  | | TITLE IRS Records Officer |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| IRM 1.15.38 Item 37 | <u>Exception to GRS 1, Item 37</u> Donated Leave Program Case Files Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records. Disposition: Destroy 2 years after the end of the year in which the file is closed. <i>Note: The current disposition does not permit IRS to analyze data from a previous year to capture usage results for the auditing of hours and leave granted to the unique Leave Bank Program.</i> | GRS 1, Item 37 | |
| <i>cc Agency MR Namu</i> | | | |