**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM (Agency or establishment):**  
Department of Treasury

**DATE received:** 8/5/2005

**NOTIFICATION TO AGENCY**

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>711-058-05-4</th>
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1. **MAJOR SUBDIVISION:**  
   Internal Revenue Service (IRS)

2. **MINOR SUBDIVISION:**  
   Deputy Commissioner for Operations Support  
   Mission Assurance

3. **NAME OF PERSON WITH WHOM TO CONFER:**  
   Brenda A. James  
   John B. Ellis

4. **TELEPHONE NUMBER:**  
   (202) 283-4803  
   (202) 283-9291

5. **DATE:** 8/2/05

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,

   ☐ is not required  ☐ is attached; or  ☐ has been requested.

**DATE:** 8/2/04

**SIGNATURE OF AGENCY REPRESENTATIVE:**

**TITLE:** IRS Records Officer

**ITEM NO.** 71

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION:**

**DISPOSITION:**

**IRM 1.15.23**  
Taxpayer Data Access, Form 11377

Item 71

Form used by employees Service-wide to document access to taxpayer return information when the access is not supported by direct case assignment, but is performed in error. The form is used to explain erroneous access that may raise a suspicion of an unauthorized access.

Disposition: **RETIRE** to the Records Center when 3 years old or when no longer needed for current business.  
**DESTROY** when 6 years old.