

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
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| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | JOB NUMBER N1-058-07-6 | |
| 1 FROM (Agency or establishment) Department of the Treasury | | DATE RECEIVED 5/17/07 | |
| 2 MAJOR SUBDIVISION Internal Revenue Service | | NOTIFICATION TO AGENCY | |
| 3 MINOR SUBDIVISION Agency-Wide Shared Services, Building Management | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor | | 5 TELEPHONE (202) 283-9291 | DATE 9/11/07 |
| 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> page(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 Alba W. ... | |
| DATE 4/3/2007 | SIGNATURE OF AGENCY REPRESENTATIVE Daniel W. Bennett IRS Records Officer | | TITLE IRS Records Officer National Office, OS A RE SC 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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>RCS 1.15.20 for Administration/Organization Support Operational Records - Future IRS Updates:</p> <ul style="list-style-type: none"> * Item 117, Reserved for New Hire Tax Liability Check System (TAXCK) * Item 118, Reserved for Employee Tax Compliance (ETC) System <p>1. <u>Insert Reserved Items 119-130</u></p> <p>2. <u>Add following section and additional items:</u> Agency-Wide Shared Services (AWSS)/Real Estate and Facilities Management (REFM) Records</p> <p>New Item 131 for Form 12889, IRS Custodial Program-Inspection Report (Custodial Inspection Form)</p> <p>Insert Reserved Items 132-150</p> <p>3. <u>Create Forms Listing</u> at end of Schedule (and add Form 12889)</p> <p>(See attached for New Item 131, Form 12889)</p> | | |
| <i>SA 9/13/07 copies sent to Agency, NWML, NR</i> | | | |

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IRM 1.15.20, New Item 131
Form 12889, IRS Custodial Program – Inspection Report
(Custodial Inspection Form)

Form 12889

Background:

IRS historically maintained hard copies of Form 12889 on-site in the basement of Main IRS at 1111 Constitution Avenue, Washington DC. Due to the recent flooding of this location it became imperative that these records be maintained electronically. This form has now been converted to an electronic writable form via PDF.

This form is used to collect information from the custodial inspector to certify that the contractor is performing their tasks as the contract stipulates. This certification is then electronically transmitted to the Contracting Officer's Technical Representative (COTR), and to the Custodial Cleaning Contractor, to verify work as completed and acceptable to the Government.

The Federal Acquisition Regulation (FAR) requires the retention of this information to be kept 6 years, 3 months after the end of the contract.

Description:

Custodial Inspection Form (Form 12889). Used to collect daily custodial inspection information, including score for accomplishment.

Disposition:

Cut off at the end of the fiscal year in which the contract ends.
Destroy 6 years, 3 months after cutoff.