
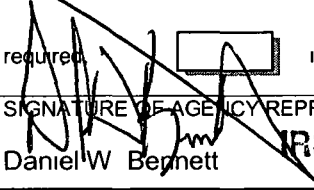


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-58-10- 14	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 4/15/10	
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	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 Agency-Wide Shared Services Credit Card Services (CCS)			
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor	5 TELEPHONE (202) 435-6308	DATE 2/10/11	ARCHIVIST OF THE UNITED STATES 
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			
DATE 3/25/2010	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W. Bennett		TITLE IRS Records Officer National Office, OS A RE RIM 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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Update to IRM 1.15.20 for Administration/Organization Support Operational Records. Item 13. Credit Card Program Account Maintenance Change Forms See attached.	N1-58-05-8	

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE AREAS - LEAVE BLANK (NARA use only) JOB NUM. N1-58-10-	
1	IRM 1.15.20, Item 13 Credit Card Program Account Maintenance Change Forms The records consist of electronic templates that are filled-in by cardholders and which reflect a number of changes (address, cancellation, limit, etc) requested by the cardholder. Information is retrieved by cardholder name and is stored on a shared directory on a Kansas City server. The records are stored quarterly by fiscal year. Disposition: Cut off at the end of each fiscal year Delete 3 years after cutoff		