**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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<th>ITEM</th>
<th>DESCRIPTION OF ITEM OF PROPOSED DISPOSITION</th>
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<td>Update to IRM 1.15.13 Records Control Schedule for the Chief Counsel</td>
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See request below to update the disposition for records covered under Item 13D:

Item 13 Chief Counsel’s Directives Manual (CCDM)

D All working drafts, marked up copies of CCDM transmittal changes, approval memoranda, and document clearance records

Superseded Disposition

**Destroy** when no longer needed for administrative, audit, legal or other operational purposes

New Proposed Disposition

**Cut off** at end of Calendar Year in which CCDM was published

Transfer to Records Center one year after cutoff

**Destroy** 10 years after cutoff

The IRS Library retains the original CCDM permanent records IRS Chief Counsel stores copies of permanent CCDM records with associated background material. IRS Chief Counsel requests this disposition update because they need to retain these copies for 10 years to ensure that they have access to the background material for that period of time. The copies of the permanent records are intermingled with the background material papers and cannot be separated – doing so would render the background material useless.