REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO:
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Facilities and Information Management Support Division

4. NAME OF PERSON WITH WHOM TO CONFER
Marcella Weston

5. TELEPHONE EXT.
535-9874

LEAVE BLANK

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ___1____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached, or ☐ is unnecessary.

B. DATE
5/7/87

C. SIGNATURE OF AGENCY REPRESENTATIVE
Susan E. Jackson

D. TITLE
Chief, Records Administration Section

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

This is a request for one-time disposal of records created or maintained in Internal Revenue Service Centers, Records Control Schedule 206, in carrying out their functions pertaining to revenue collection and accounting: processing, analysis and disposition of tax returns, tax information documents and relating records.

Request authority for immediate disposal described as follows:

RCS 206
56, 58, 65

(1) The remains of 1040, 1120, 1120S, 940 and 941 Income Tax Returns all of which were involved in the Glendale Office, Los Angeles District fire which took place on March 3, 1986.

(2) These records have been inspected by managers and whatever could have been salvaged has already been extracted and/or copied. Management has already made decisions as to what audits will be continued and what audits will be discontinued.

(3) These records are very brittle and contain an undesirable odor from the fire and smoke, thus making them useless.

(4) The volume of these records is approximately 80 cubic feet.

Concurrence from Returns Processing and Accounting Division (D:R:R:T) is attached.

copies to agency, N.F. NSN 7540-48-28-87