

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-58-88-1

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

DATE RECEIVED

11-19-87

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of the Treasury

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

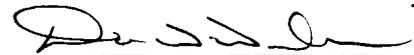
5. TELEPHONE EXT.

535-9874

DATE

4/23/88

ARCHIVIST OF THE UNITED STATES



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 2 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
11/17/87	<i>Susan E. Heine</i>	Chief, Records Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
2	<p>Problem Resolution Program records, formerly found in IRM 1(15)59.31, Records Control Schedule 301, General Records Schedule 16, IRM 1(15)59.24, Records Control Schedule 204 for Collection, Taxpayer Service and Problem Resolution Program-District Offices, and IRM 1(15)59.26 for Service Centers, have been reformatted and incorporated into IRM 1279, Problem Resolution Program, Exhibit 26. The items listed below are new.</p> <p>(2) Problem Resolution Office Management Information System (PROMIS) Reports.</p> <p>(a) Report 1C/1S (Quarterly)</p> <ol style="list-style-type: none"> 1. National Office <ol style="list-style-type: none"> a DESTROY 5 years after the end of the year in which the report is prepared. 2. Regional Office <ol style="list-style-type: none"> a DESTROY 3 years after the end of the year in which the report is prepared. 3. District Office/Service Center <ol style="list-style-type: none"> a DESTROY 2 years after the end of the year in which the report is prepared. <p>.pa</p>	New	

*Copies sent to agency
mf*

4/25/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
2 cont'd.	(c) Reports 4, 4C, 5, and 6 1. National Office a DESTROY 5 years after the end of the year in which the report is prepared.	New	