


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	<i>NI-58-88-4</i>
1. FROM (Agency or establishment) U.S. Department of the Treasury		DATE RECEIVED	<i>9/6/88</i>
2. MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Facilities and Information Mgt. Support Div.		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Harry Korb	5. TELEPHONE EXT. 535-9876	DATE <i>5/11/89</i>	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 <i>8/30/88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan E. Heins</i>	D. TITLE Chief, Records Administration
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
3	The records covered by this request (Records Control Schedule 202 for Examination - Regional and District Offices) pertain to the Office of the Assistant Regional Commissioner (Examination) in the regional office, the Examination Division in all district offices and in subordinate field offices.		
	Language clarified.	II-NNA-1241 Item 3	
11	Deleted.		
11	Item 12 renumbered, and language clarified.	NC1-58-79-6 Item 5	
16	Sub-item (1) language clarified, and new sub-item (1)(a) Daily and Weekly	NC1-58-79-6 Item 8	
	(1) DESTROY when no longer needed in current operations, but no later than 1 year.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
17	Disposition for sub-item (2) changed to "DESTROY after validation of Inventory from AIMS Validation List or one year after the case closes, whichever is sooner."	NC1-58-80-1 Item 2	
18	AMFRZ Closed File. The closed file will be maintained in alphabetical order. The closed file will be purged monthly and Forms 5348 that are 120 days or older, as determined from the date of input, will be removed. (1) DESTROY purged documents as they are no longer needed in the current operation or 180 days after the input date, whichever is sooner.	New	
19	Examination Non-Examined Closings, Form 5351. Used to close all non-examined returns except claims. (1) DESTROY 1 year after terminal input.	New	
20	Examination Return Charge-Out, Form 5546, when there is a missing return (Disposal Code 28, 29, or 33). (1) DESTROY 1 year after terminal input.	New	
21	Terminal Input Documents. Any input documents not required to be forwarded to the service center. (1) DESTROY when no longer needed in current operations, but no later than 3 months.	New	
23	Language clarified.	NC1-58-79-6 Item 9	
24	Language clarified.	NC1-58-79-6 Item 10	
28	Language clarified.	NC1-58-79-6 Item 14	
31	Language clarified.	NC1-58-79-6 Item 17	