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)
    DEPARTMENT OF THE TREASURY
    SUPPORT DIVISION
    Facilities and Information Management

2. MAJOR SUBDIVISION
    INTERNAL REVENUE SERVICE

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
    Anthony B. Cincotta

5. TELEPHONE EXT.
    535-9879

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 _________ 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
    4/10/89

C. SIGNATURE OF AGENCY REPRESENTATIVE
    Susan E. Beine

D. TITLE
    Chief, Records Administration

7. ITEM NO.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Records Control Schedule 1272 - Disclosure</td>
<td></td>
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<tr>
<td>2.</td>
<td>Tax Check Files</td>
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<tr>
<td></td>
<td>(2) Routine Records (converted to magnetic media)</td>
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<tr>
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<td>(a) Paper Records</td>
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<td>1. Destroy 1 year after processing year.</td>
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<td>(b) Magnetic Media</td>
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<td>1. Destroy 5 years after processing year.</td>
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STANDARD FORM 115 (REV. 8-83)
Prepared by GSA
FMR (41 CFR) 101-11.4