REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO. N1-58-89-3

DATE RECEIVED 4/14/89

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

1. FROM *(Agency or establishment)*
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: Anthony B. Cincotta

5. TELEPHONE EXT.: 535-9879

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

DATE: 4/14/89

ARCHIVIST OF THE UNITED STATES: [signature]

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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
4/10/89	Susan E. Heine	Chief, Records Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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)*
	Records Control Schedule 1272 - Disclosure		
1.	Tax Check Files (2) Routine Records (converted to magnetic media) (a) Paper Records 1. Destroy 1 year after processing year.	NCI-58-85-8 Item 10	
	~~(b) Magnetic Media~~ ~~1. Destroy 5 years after processing year.~~	GRS 23 Item 8	

115-108 Copies sent to agency 11/22/89 NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4