

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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

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JOB NO. **NI-58-89-3**

DATE RECEIVED **4/14/89**

1. FROM *(Agency or establishment)*  
**DEPARTMENT OF THE TREASURY**

**NOTIFICATION TO AGENCY**

2. MAJOR SUBDIVISION  
**INTERNAL REVENUE SERVICE**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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**

DATE **4/14/89**

ARCHIVIST OF THE UNITED STATES  
*Claude J. [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 <b>4/10/89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan E. Heine</i>	D. TITLE <b>Chief, Records Administration</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p><b><u>Records Control Schedule 1272 - Disclosure</u></b></p> <p><b>Tax Check Files</b></p> <p>(2) Routine Records (converted to magnetic media)</p> <p style="padding-left: 40px;">(a) Paper Records</p> <p style="padding-left: 80px;">1. Destroy 1 year after processing year.</p> <p style="padding-left: 40px;"><del>(b) Magnetic Media</del></p> <p style="padding-left: 80px;"><del>1. Destroy 5 years after processing year.</del></p>	<p><b>NCI-58-85-8 Item 10</b></p> <p>GRS 23 Item 8</p>	