

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				JOB NO. <b>N1-58-89-6</b>	
1. FROM (Agency or establishment) <b>Department of the Treasury</b>				DATE RECEIVED <b>8/22/89</b>	
2. MAJOR SUBDIVISION <b>Internal Revenue Service</b>				NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>Facilities and Information Management</b> <b>Support - Records Administration</b>				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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Anthony B. Cincotta</b>		5. TELEPHONE EXT. <b>535-9874</b>	DATE <b>7-26-91</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>	
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 <u>six</u> 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: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.					
B. DATE <b>8-4-89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>C. Johnson</i>			D. TITLE <i>for</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>RECORDS CONTROL SCHEDULE 111 for the OFFICE OF DEPUTY COMMISSIONER (OPERATIONS)</p> <p>The records covered by this Schedule are created and accumulated in the Office of the Deputy Commissioner (Operations), Internal Revenue Service. The Deputy Commissioner (Operations) is the principal assistant to the Commissioner on all matters pertaining to the compliance, taxpayer service, and returns processing programs of the Service. This Office encourages and achieves the highest degree of voluntary compliance by the taxpayer, and provides effective functional supervision of those activities in the field.</p> <p>Attachment Records Control Schedule 111</p>				WITHDRAWN

Records Control Schedule 111 for the  
Office of Deputy Commissioner (Operations)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Organization and Program Records.</u> (Job No. NN-172-48, Item 1)	<u>DESTROY</u> after 6 years or when no longer needed for reference, whichever is earlier.
	These records include any reports, correspondence, minutes of meetings, and related materials of historical significance, documenting overall organization and program matters of the Internal Revenue Service. This item covers records which describe major decisions relating to the establishment of policies, program emphasis, reorganizations, delegations of authority to top officials, and other matters originating in or acted on by the Office and that are not duplicated in areas of primary functional responsibility where they are covered by Records Control Schedules for those areas.	
2.	<u>Informational Copies of Administrative Management and Management Improvement Records.</u> (Job No. NN-172-48, Item 2)	<u>DESTROY</u> after 6 years or when no longer needed for reference, whichever is earlier.
	These records consist of copies of reports, letters, and memoranda sent to the Deputy Commissioner for his information and for reference use in his office. As such, they are documents that do not require approval of other action by the Deputy Commissioner.	

Records Control Schedule 111 for the Office of Deputy  
Commissioner (Operations) (Continued)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
(2 cont'd)	<p>This item excludes correspondence of the office with top officials of the Internal Revenue Service and documentation of conferences with Internal Revenue Service field components.</p> <p>Note: Records control schedules for the Internal Revenue Service office having primary functional or program responsibility in the areas to which the records relate cover the record copies of documents described in this item.</p>	
3.	<p><u>Technical Files.</u> (Job No. NN-172-48, Item 4)</p> <p>(a) Case files on technical matters arising in the administration of Federal tax laws and referred to the Deputy Commissioner for consideration of decision.</p> <p>(b) Case files on technical matters not requiring deliberation by the Deputy Commissioner. These are informational copies of letters, memoranda, and reports sent to the Deputy Commissioner for his information.</p>	<p><u>DESTROY</u> after 1 year or when no longer needed for reference, whichever is earlier.</p> <p><u>DESTROY</u> after 6 years or when no longer needed for reference, whichever is earlier.</p>

Records Control Schedule 111 for the Office of Deputy  
Commissioner (Operations) (Continued)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
4.	<u>Administrative, Housekeeping, Facilitating Records.</u> (Job No. NN-172-48, Item 5)	<u>DESTROY</u> after three years.
	This item covers forms, correspondence, and other papers the record copies of which are maintained in the areas of primary functional responsibility, pertaining to administrative, housekeeping, or facilitative functions of the Office. The records pertain to fundraising drives, awards, personnel, budget, travel, training, supplies and equipment, records management, correspondence control, and similar internal operational matters.	
	(a) Leave record cards.	<u>DESTROY</u> 12 months after the end of the leave year.
	(b) Requisitions for supplies and equipment from current inventory.	<u>DESTROY</u> after 6 months.

Records Control Schedule 111 for the Office of Deputy  
Commissioner (Operations) (Continued)

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
5.	<u>Reference Documents.</u> (Job No. NN-172-48, Item 6)	<u>DESTROY</u> when superseded, revoked, or declared obsolete.
	This item covers nonrecord library and reference material; extra copies of documents preserved for reference; extra copies of correspondence, reports, and other papers; reading files; suspense files; identical duplicate copies of material in the same file; supply items; extra copies of printed or processed material; internal management documents, such as office copy of the Internal Revenue Manual; Internal Revenue Bulletins, and similar printed or processed material; papers having neither informational nor evidentiary value-transcribed shorthand notes, preliminary or intermediate drafts that should not become associated with a file and that lose all value when the work is completed, and notes or worksheets that lose value when the work is completed.	
6.	<u>Routine Correspondence.</u>	<u>DESTROY</u> inquiries when replies are made or information is furnished.
	Inquiry letters from the general public or other government agencies, the replies to which do not involve administrative decisions or substantive decisions of tax liability.	

7.

Internal Audit Reports.

(Job No. NCI-58-77-3, Item 1)

These reports include related workpapers and correspondence, surveys, special studies, and investigations conducted jointly with other organizations.

DESTROY 3 years after completion or issuance of report, or when no longer needed, whichever is earlier.