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

2. MAJOR SUBDIVISION

   Internal Revenue Service

3. MINOR SUBDIVISION

   Records Administration Section

4. NAME OF PERSON WITH WHOM TO CONFER

   Cheryl J. Johnson

5. TELEPHONE EXT DATE

   535-9874 5/24/90

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 1 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

   5/26/90

   C. SIGNATURE OF AGENCY REPRESENTATIVE

   Susan E. Klein

   D. TITLE

   Chief, Records Administration

7. ITEM NO

8. DESCRIPTION OF ITEM

   (With Inclusive Dates or Retention Periods)

   The records covered by this request (Records Control Schedule 206- Service Centers) are created and maintained in Internal Revenue Service Centers in carrying out their functions pertaining to revenue collection and accounting; processing, analysis and disposition of tax returns, tax information documents and related records; mailing of tax forms, transcription of statistical information, and preparation of special reports.

   147. Fee Deposit for outer continental shelf Oil, Form 6008, used to deposit fees on oil that is produced on the outer continental shelf. And -

   Quarterly Report of Fees due on oil production, Form 6009, used to compute fees due on oil that is produced on the outer continental shelf.

   (1) RETIRE to Federal Records Center 2 years after the end of the processing year.

   (2) DESTROY 6 years and 9 months after the end of the processing year.

9. GRS OR SUPERSEDED JOB CITATION

   N1-58-88-3

10. ACTION TAKEN (NARS USE ONLY)

   □