REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Department of Treasury

2. MAJOR SUBDIVISION
   Internal Revenue Service

3. MINOR SUBDIVISION
   Real Estate Planning & Management Division M:RE

4. NAME OF PERSON WITH WHOM TO CONFER
   Sandra J. Myers
   Telephone 202-535-3936

5. TELEPHONE

6. AGENCY CERTIFICATION
   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,
   □ is not required; □ is attached; or □ has been requested.

DATE 10/24/96  SIGNATURE OF AGENCY REPRESENTATIVE Bobbi DeCarmin
   TITLE IRS Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   Records Control Schedule 301, GRS 16, Administrative Management Records
   This schedule provides for the retention or disposal of certain records relating to administrative management activities in Federal agencies.

9. GRS OR SUPERSEDED JOB CITATION
   New Item
   RCS 301, GRS 16 (1(15)59.31)

10. ACTION TAKEN (NARA USE ONLY)

JOB NUMBER N1-058-94-2

DATE RECEIVED 11-01-95

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Record</th>
<th>Authorized Disposition</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td><strong>Strategic Initiative and Business Master Plan Input Files</strong> These records include</td>
<td>Destroy when 7 years old</td>
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<tr>
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<td>correspondence, reports, statistics, graphs, charts, and text materials prepared by</td>
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<td>functional areas of regions, districts, service centers and National Office as input</td>
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<td>to the Servicewide planning process</td>
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