

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
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

5. TELEPHONE
202-535-3936

L E BLANK (NARA use only)	
JOB NUMBER NI-058-96-2	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 9-11-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 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, 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 10/24/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robbie Delarmon</i>	TITLE IRS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records Control Schedule 301, GRS 16, Administrative Management Records</p> <p>This schedule provides for the retention or disposal of certain records relating to administrative management activities in Federal agencies.</p>	<p>New Item RCS 301, GRS 16 (1(15)59.31)</p>	

Records Control Schedule 301, GRS 16

Item No.	Description of Record	Authorized Disposition
1	<u>Strategic Initiative and Business Master Plan Input Files</u> These records include correspondence, reports, statistics, graphs, charts, and text materials prepared by functional areas of regions, districts, service centers and National Office as input to the Servicewide planning process	Destroy when 7 years old