

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>		LEAVE <input type="checkbox"/> (NARA use only) JOB NUMBER N1-58-96-3	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED JUN 21 1996	
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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of the Commissioner			
4 NAME OF PERSON WITH WHOM TO CONFER Sandra J. Myers	5 TELEPHONE 535-3936	DATE 10-22-96	ARCHIVIST OF THE UNITED STATES 

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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.		
DATE 6/19/96	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE IRS Records Officer

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This collection of records was created and maintained by former Commissioners, Deputy Commissioners, their staff, and the former Executive Secretariat's Office. This collection of records dates from the 1970s through 1993.</p> <p>The <i>Commissioner and Deputy Commissioner</i> are responsible for establishing tax administration policy and developing strategic issues and objectives for the strategic management of the IRS.</p> <p>The <i>Executive Secretariat</i> worked closely with the Commissioner's immediate staff to ensure clear, concise, and timely flow of information into the Commissioner's Office and of the decisions and follow-up actions back to the responsible officials.</p>		

OCT 28 1996 *copy to Agency, NNT, NCF*

JUN 21 1996

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Program/Policy Records. These records include executive-level correspondence; subject files; Congressional hearing background information and testimony; internal and external policy meeting agendas/issue papers/minutes, special task force reports, investigative background information; and organizational studies. These records date from the late 1970s through 1993.</p> <p>A. Records listed above containing taxpayer information which is prohibited from disclosure under Internal Revenue Code Section 6103. Subject files arranged alphabetically. (See attached inventory of permanent records.)</p> <p>Disposition: Permanent. Retire immediately to the Washington National Records Center with access restricted.¹ Volume 64 c f</p> <p>B. Records listed above that do not contain taxpayer information. Subject files arranged alphabetically. (See attached inventory of permanent records)</p> <p>Disposition: Permanent. Retire to the Washington National Records Center immediately. Transfer to NARA in 2001.² Volume 118 c f</p> <p>1. Records determined during archival processing to lack sufficient archival value to warrant permanent retention by the National Archives.</p> <p>Disposition: Destroy immediately.</p>		
2.	<p>Reading Files. Copies of correspondence signed by former Commissioners, Deputy Commissioners, Assistants to the Commissioner and Deputy Commissioner, and other executive staff members. These records date from 1978 through 1992.</p> <p>Volume 63 c f</p>		

¹ This SF-115 will be reviewed again in 5 years or 2001 to determine whether legal custody of these records can be transferred from IRS to NARA. In addition, since these records included taxpayer information which was intermingled throughout the entire collection, NARA advised IRS not to remove individual documents, thus, the entire collection is restricted

² Some of these records also contained entire files dealing with individual taxpayers. These files were removed, i.e., subject files. A listing of the files removed and restricted will be retained by IRS. The listing will include the carton each file was removed from and the accession number. Thus, in the event the impasse over 6103 is resolved, the restricted files can be reassociated

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>A. Reading Files containing taxpayer information which is prohibited from disclosure under Internal Revenue Code Section 6103. Arranged chronologically. (See attached inventory of permanent records)</p> <p>Disposition: Permanent Retire to the Washington National Records Center immediately with access restricted based on Internal Revenue Code Section 6103³</p> <p>B. Reading Files that do not contain taxpayer information. Arranged chronologically. (See attached inventory of permanent records.)</p> <p>Disposition: Permanent. Retire to the Washington National Records Center immediately. Transfer to NARA in 2001.</p>		
3.	<p>Administrative Support Records These records document routine, facilitative and administrative functions for both the Commissioner's Office and the IRS as a whole. Included in this collection are documents relating to planning activities; quality; fiscal; small-scale automation issues; studies of an administrative nature; personnel matters, speaking engagements, travel itineraries and logistical information. Arranged alphabetically (See attached inventory of temporary records)</p> <p>Volume 18 c f</p> <p>Disposition. Retire to the Washington National Records Center immediately. Destroy in 2001.</p>		

³ This SF-115 will be reviewed again in 5 years or 2001 to determine whether custody of these records can be transferred from IRS to NARA