

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER N1-58-97-6

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

DATE RECEIVED 11/20/96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Legislative Affairs Division

4. NAME OF PERSON WITH WHOM TO CONFER
Anthony B. Cincotta
Records Management Team

5. TELEPHONE
535-3936

DATE

3-5-98

ARCHIVIST OF THE UNITED STATES

John W. Paul

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 8 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 <u>10/14/97</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bobbie DeCarmine</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 GRS OR SUPERSEDED JOB CITATION	10.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 105 for the Legislative Affairs Division</p> <p>The records covered by this Schedule are created and accumulated in the Legislative Affairs Division within Headquarters. These records pertain to Congressional and legislative matters related to tax administration.</p> <p><u>(THIS IS A REVISION OF REQUEST SUBMITTED ON NOVEMBER 6, 1996)</u></p>		

MAY 13 1998 *MM*
copy to: Agency, NWME, NWMM, NWMD, NWCT

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>Mission of the Legislative Affairs Division</u></p> <p>The Legislative Affairs Division is responsible for planning, developing, directing, and evaluating the Congressional and legislative activities of the Internal Revenue Service (IRS). It also provides a wide variety of services related to the development of legislative proposals and to the review, analysis, and implementation of new legislation affecting tax administration and IRS as an employer; coordinates the preparation of testimony and related background material for Congressional hearings; monitors the hearings, oversees the Government Accounting Office (GAO) review process and coordinates replies to GAO draft and final reports; handles Congressional calls and letters sent to the Headquarters office; and provides liaison and outreach efforts to Congress and to IRS executives and staff, principally through the Congressional Affairs Program (CAP).</p> <p>The Legislative Affairs Division also acts as the agency's coordinator and reviewer of tax proposals generated from both internal and external sources. Position papers are prepared on a variety of tax issues and those affecting the Service as an employer. These files, arranged by Internal Revenue Code section and subject, are maintained in the Research Center. These are NOT duplicative files since many issues are not limited to Title 26 of the Internal Revenue Code, but span several U.S. Code titles.</p> <p>The Legislative Affairs Division coordinates legislative, investigative and oversight hearings. Legislative hearings explore the pros and cons of a specific piece of legislation and its provisions; investigative hearings review evidence of wrongdoing; and oversight hearings are conducted to enable Congress to fulfill its authority to fund and review programs. For major hearings, briefing books are prepared with invitation letters, background information on the Committee and its members, oral and written statements, documentation, and Questions and Answers. At the conclusion of the hearing, all related materials are gathered for the file. These files are maintained in the Legislative Affairs Research Center.</p>		

Item No.	Description of Records	Authorized Disposition
1.	<p><u>Subject Files</u> (New item)</p> <p>These files include all subject or topics related to the IRS but specific to the Legislative Affairs Branch and Division offices, for example: briefing papers, conferences, current fiscal year hearings, fact sheets, implementation plans, proposals, reports, studies, tax topics, testimonies and updates. Inclusive dates: 1980 to the present. Medium: Paper Filing arrangement: Subject Volume: 30 cubic feet Annual accumulation: 2 cubic feet Access: Unrestricted</p>	<p>Permanent. Transfer to the National Archives when ten years old.</p>
2.	<p><u>Commissioner's/Congressional Correspondence</u> (New item)</p> <p>These records include correspondence from Congressional Members, White House and Department of the Treasury referrals to the Commissioner of Internal Revenue. Telephone inquiries are managed by the Congressional Contact Database (CCDB).</p> <p>(1) Congressional Correspondence. Medium: Paper Filing arrangement: Numerical Inclusive dates: 1994 to the present Volume: 30 cubic feet Annual accumulation: 6 cubic feet Access: Restricted per IRC 6103</p>	<p>Destroy when ten years old.</p>

Item No.	Description of Records	Authorized Disposition
3.	<p data-bbox="378 327 841 426"><u>Congressional Affairs Program and Conference Records</u> (New item)</p> <p data-bbox="378 468 927 632">These records include planning documents, logistical records, packets of handouts and related material of the Congressional Affairs Program (CAP) Conference.</p> <p data-bbox="378 638 862 665">Inclusive dates: 1984 to the present</p> <p data-bbox="378 672 578 699">Medium: Paper</p> <p data-bbox="378 705 824 732">Filing arrangement: Chronological</p> <p data-bbox="378 739 659 766">Volume: 6 cubic feet</p> <p data-bbox="378 772 841 800">Annual accumulation: 1 cubic foot</p> <p data-bbox="378 806 659 833">Access: Unrestricted</p>	<p data-bbox="1049 468 1531 531">Destroy when no longer needed for planning purposes.</p>
4.	<p data-bbox="378 884 911 982"><u>Congressional Hearings and Statements Records</u> (New item)</p> <p data-bbox="378 1024 943 1325">These records include background information prepared by the Legislative Affairs Branch's Legislative Analysis Officers for IRS hearings, but not always specific to the IRS. Also included are IRS and non-IRS testimonies, press releases, invitational letters from the Committee and related briefing books, transcripts and statements.</p> <p data-bbox="378 1331 878 1358">Inclusive Dates: 1952 to the present</p> <p data-bbox="378 1365 578 1392">Medium: Paper</p> <p data-bbox="378 1398 824 1425">Filing arrangement: Chronological</p> <p data-bbox="378 1432 699 1459">Volume: 120 cubic feet</p> <p data-bbox="378 1465 841 1493">Annual accumulation: 3 cubic feet</p> <p data-bbox="378 1499 659 1526">Access: Unrestricted</p>	<p data-bbox="1049 1024 1498 1188">Permanent. Cutoff at the end of the Congressional session. Transfer to the National Archives when ten years old.</p>

Item No.	Description of Records	Authorized Disposition
5.	<p data-bbox="378 327 743 390"><u>Legislative Announcements</u> (New item)</p> <p data-bbox="378 432 922 600">These records consist of Legislative Fact Sheets and Updates distributed to Congressional offices and IRS offices to inform the offices of IRS and Legislative activities.</p> <p data-bbox="378 604 870 632">Inclusive Dates: 1991 to the present</p> <p data-bbox="378 636 578 663">Medium: Paper</p> <p data-bbox="378 667 837 730">Filing arrangement: Numerical and Chronological</p> <p data-bbox="378 735 659 762">Volume: 3 cubic feet</p> <p data-bbox="378 766 837 793">Annual accumulation: 2 cubic feet</p> <p data-bbox="378 798 659 825">Access: Unrestricted</p>	<p data-bbox="1049 432 1373 495">Cutoff at the end of the Congressional session.</p> <p data-bbox="1049 499 1471 527">Destroy five years after cutoff.</p>
6.	<p data-bbox="378 877 943 940"><u>General Accounting Office (GAO) Records</u> (New item)</p> <p data-bbox="378 982 943 1245">These records include the following: GAO's open and closed audits related to the IRS, the GAO Report, audit initiation or request, disclosure access and operations, functional area comments, draft and summary reports, distribution of reports, and the IRS' responses to audit recommendations.</p> <p data-bbox="378 1249 870 1276">Inclusive dates: 1971 to the present</p> <p data-bbox="378 1281 578 1308">Medium: Paper</p> <p data-bbox="378 1312 829 1339">Filing arrangement: Chronological</p> <p data-bbox="378 1344 683 1371">Volume: 68 cubic feet</p> <p data-bbox="378 1375 846 1402">Annual accumulation: 2 cubic foot</p> <p data-bbox="378 1407 659 1434">Access: Unrestricted</p>	<p data-bbox="1049 982 1511 1045">Cutoff closed cases at the end of the Fiscal Year.</p> <p data-bbox="1049 1050 1511 1113">Retire to the Washington National Records Center when two years old.</p> <p data-bbox="1049 1117 1422 1144">Destroy when 20 years old.</p>
7.	<p data-bbox="378 1535 951 1598"><u>Legislative Affairs Congressional Database</u> (New item)</p> <p data-bbox="378 1640 951 1797">Database that documents all IRS contacts with members of Congress and Congressional staff. Includes the date of contact, reason for contact, and Congressional and IRS officials involved.</p>	<p data-bbox="1049 1671 1531 1734">Destroy or Delete at the end of the Congressional session.</p>

Item No.	Description of Records	Authorized Disposition
8.	<p data-bbox="378 323 870 457">Inclusive Dates: 1995 to the present Medium: Electronic Filing arrangement: Chronological Access: Unrestricted</p> <p data-bbox="378 499 654 558"><u>Legislative Proposals</u> (New item)</p> <p data-bbox="378 604 946 768">Records include memoranda, proposals and reports written by Legislative Affairs staff, related to individual Title 26 Internal Revenue Code sections and non-IRC sections. Inclusive Dates: 1970 to the present Medium: Paper Filing arrangement: Chronological, and Numerical by IRC section Volume: 63 cubic feet Annual accumulation: 1 cubic foot</p>	<p data-bbox="1052 1016 1515 1289">Permanent. Cutoff files at the end of each Congressional Session. Retire to the Washington National Records Center when five years old. Transfer to the National Archives when 20 years old.</p> <p data-bbox="1052 1331 1515 1598">Permanent. Cutoff files at the end of each Congressional Session. Retire to the Washington National Records Center when ten years old. Transfer to the National Archives when 20 years old.</p>
	(1) Enacted proposals. (Unrestricted access)	
	(2) Proposals that are not enacted. (Restricted access)	

Item No.	Description of Records	Authorized Disposition
9.	<p><u>Public Laws</u> (New item) These records include enacted legislation beginning with the 91st Congress to the present. Records include slip laws, implementation plans, Congressional reports and hearings, bills as introduced, Congressional Record text, legislative history and miscellaneous documents. Inclusive Dates: 1969 to the present Medium: Paper Filing arrangement: Numerical by Public Law Volume: 93 cubic feet Annual accumulation: 1 cubic foot Access: Unrestricted</p>	<p>Permanent. Cutoff files at the end of each Congressional Session. Transfer to the National Archives when 20 years old.</p>