

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <u>N1-058-97-12</u>	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <u>5-2-97</u>	
2. MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Sandra J. Myers	5. TELEPHONE 535-3936		

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 <u>4/28/97</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>Records Control Schedule 101 for the Commissioner's Office</p> <p>The Commissioner serves as the Chief Executive Officer of the Internal Revenue Service (IRS). The Commissioner is responsible for establishing tax administration policy and developing strategic issues and objectives for strategic management of the IRS. The Commissioner is responsible for overall planning, directing, coordinating, and controlling the policies and programs of the IRS.</p> <p>The records contained in this schedule are maintained by the Office of the Director, Public Liaison and the Office of the National Director of Quality who are part of the Commissioner's immediate staff.</p>		

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NWCT

Records Control Schedule 101 for the Commissioner's Office

Item No.	Description of Records	Authorized Disposition
1. (IRM Item #21)	<p>Meetings with External Organizations. These records are a result of meetings, both annual and periodic, attended by the Commissioner, Deputy Commissioner, IRS executives, staff members, and representatives of the Office of Public Liaison, with the Commissioner's Advisory Group, external liaison/practitioner groups, such as the American Bar Association, National Association of Enrolled Agents, and Tax Executives Institute, Inc. And other similar groups. The purpose of these meetings is to share information, discuss trends/emerging issues, and receive feedback.</p> <p>A. Commissioner's Advisory Group (1953 to Present). These records are a result of orientations, public meetings, and working sessions of the Commissioner's Advisory Group, which was established under the Federal Advisory Committee Act (FACA). The records document the establishment, membership, policy, accomplishments, and recommendations of the group.</p>	

Records Control Schedule 101 for the Commissioner's Office

Item No.	Description of Records	Authorized Disposition
(New Item)	<p>1. Copies of agendas, minutes, annual report, and related records pertaining to the accomplishments & recommendations. Arranged chronologically. (Job No. N1-058-96-4, Item 12.A.)</p> <p>2. Documentation supporting the nominations for membership in the Commissioner's Advisory Group. Records include membership application form, tax check documentation, resume, travel documents, and related correspondence.</p> <p>a. Records described above relating to individuals who are not selected as members.</p> <p>b. Records described above relating to individuals who are selected as members of the Commissioner's Advisory Group for a two-year term.</p> <p>Volume: 4 c.f. Annual Accumulation: 1 c.f.</p>	<p>Permanent. Cutoff at the end of the calendar year. Retire to the WNRC when 10 years old. Transfer to NARA in 5-year blocks when 20 years old.</p> <p>DESTROY when 5 years old. Earlier disposal is authorized if records are no longer needed for administrative, audit, legal, or other operational purposes.</p> <p>Cutoff files annually. Retire to the Washington National Records Center 5 years after termination of membership. Destroy when 10 years old after termination of membership.</p>

change approved as per Adrian Lipka by telephone on 11/19/98

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2. A. **Quality Correspondence Files.**

1. National Directors Correspondence and Office Official Files.

Cutoff annually.
Permanent.
Retire to the Washington National Records Center when 5 years old.
Transfer to NARA in 5-year blocks when 20 years old.

2. General Correspondence.

Cutoff annually.
Permanent.
Retire to the Washington National Records Center when 5 years old.
Transfer to NARA in 5-year blocks when 20 years old.

B. **Quality Project Files**

1. Final Reports and Products.
 final reports, implementation plans, training materials, handbooks and other products created by the IRS or contractors

Cutoff after close of project.
Permanent.
Retire to the Washington National Records Center when 5 years old.
Transfer to NARA in 5-year blocks when 20 years old.

2. Project Files. Correspondence, work statements, contracts, cost estimates, technical evaluations and other background material gathered for project reports.

Close at the completion or cancellation of the project.
 Retire to FRC 1 year after project is closed. **DESTROY** 5 years after project is closed.

*Changes approved by Adria Lipta
 as per attached email.*

*SOZ
 11/19/98*