REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

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

REQUEST FOR RECORDS DISPOSITION AUTHORITY

RECEIVED

WASHINGTON DC 20408

1. FROM (Agency or establishment)
   Department of the Treasury

2. MAJOR SUBDIVISION
   Internal Revenue Service

3. MINOR SUBDIVISION

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,
   □ is not required; □ is attached; or □ has been requested.

   DATE 4/12/98
   SIGNATURE OF AGENCY REPRESENTATIVE
   TITLE IRS Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   Records Control Schedule 101 for the Commissioner's Office

   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.

   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.

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1222
## Records Control Schedule 101 for the Commissioner's Office

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records</th>
<th>Authorized Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (IRM Item #21)</td>
<td>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.</td>
<td>[Stricken text indicates disposition has not changed.]</td>
</tr>
</tbody>
</table>

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.
# Records Control Schedule 101 for the Commissioner's Office

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<td>(New Item) 2.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Records described above relating to individuals who are not selected as members.                                                                                                                                 DESTROY when 5 years old. Earlier disposal is authorized if records are no longer needed for administrative, audit, legal, or other operational purposes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Records described above relating to individuals who are selected as members of the Commissioner's Advisory Group for a two-year term.                                                                                     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.</td>
<td></td>
</tr>
</tbody>
</table>

Stricken text indicates disposition has not changed.
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 Adriana Liuzza as per attached email.
5/2
1/19/98