

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-058-98-10</b>	
1. FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED <b>04/22/98</b>	
2. MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of the Director, Philadelphia Service Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Anthony B. Cincotta Records Management Team	5. TELEPHONE 535-3936	DATE <b>11-24-98</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 \_\_\_ 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 <b>APRIL 17, 1998</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen S. Scott</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>The records covered by this Request were accumulated by the Director and staff at the Philadelphia Service Center (PSC), from 1984 to 1988. The records pertain to the 1985 Filing Season at the PSC.</p> <p><u>Director's Subject File.</u> These records include correspondence to and from IRS offices, abstracts of findings, recommendations to improve ADP systems, general management issues, minutes of meetings, program reviews, and strategic initiatives.</p> <p>Medium: Paper Filing arrangement: Subject Volume: 3 cubic feet Annual accumulation: No longer accumulating Access: Restricted</p> <p><b>PERMANENT.</b> TRANSFER to the National Archives and Records Administration <del>when 30 years old.</del> in 2006. <i>see attached email authorizing change.</i></p> <p><u>[Access and disclosure of the records included in this Request are restricted by Internal Revenue Code §6103.]</u></p>	NEW ITEM	