REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

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

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

2. MAJOR SUBDIVISION
   Internal Revenue Service

3. MINOR SUBDIVISION
   Office of the Director, Philadelphia Service Center

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

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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE IRS Records Officer
   APRIL 11, 1991 Allan, Signature IRS Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   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.

   1. Director's Subject File. 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.
      Medium: Paper
      Filing arrangement: Subject
      Volume: 3 cubic feet
      Annual accumulation: No longer accumulating
      Access: Restricted
      PERMANENT.
      TRANSFER to the National Archives and Records
      Administration when 30 years old.
      [Access and disclosure of the records included in this
      Request are restricted by Internal Revenue Code 56103.]