

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED OCT 10 1974	JOB NO. NC - 5875 - 2
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10</p>	
Date 10/18/74	<i>James E. O'Neil</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Treasury

2. MAJOR SUBDIVISION

Internal Revenue Service

3. MINOR SUBDIVISION

Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Virginia Cooper

5. TEL. EXT.

184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

10-7-74
(Date)

[Signature]
(Signature of Agency Representative)

Program Manager, Records Management
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>These items are additional items for Records Control Schedule 114. The records covered in this request are created and accumulated in the Information Systems Branch of the Facilities Management Division. They include:</p> <p>(a) General administrative records and correspondence relating to the Reports Management Program; (b) Symbolled and uncontrolled reports records; and (c) Work papers and back-up material produced in the reports system studies and other related items.</p>		
✓ 31	<p>Reports Program subject file including correspondence, reports, instructions, and related papers pertaining to program development and operations of the Reports functions; promotion and orientations in reports management operations; and guidelines for and program evaluation of reports management activities throughout the Service.</p> <p>(1) DISPOSE after 2 years</p>	NN 164-59	
✓ 32	<p>Chronological reading file copies of correspondence as they relate to the Reports Management Program.</p> <p>(1) DISPOSE after 2 years</p>	NN 164-59	
✓ 33	<p>General administrative records such as correspondence, memorandums, teletype and similar papers pertaining to house keeping or facilitative functions and to the overall administration and operation of the National Office Reports Management Program</p>	NN 164-59	

Copy to Agency 10/22/74

13 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 34	<p>(1) DISPOSE after 2 years</p> <p>Documents, correspondence, and other related papers recording the establishment of policies or precedents for the Reports Management Program.</p>	NN 164-59	
✓ 40	<p>(1) DISPOSE 1 year after records are superseded, revised, or cancelled.</p> <p>Symbolled Reports Folders including the "Report Clearance and Cost" forms (Form 2951), copies of reporting directives and instructions, samples of report forms, and periodic review and evaluation statements or assessments of reports effectiveness.</p> <p>(1) DISPOSE 2 years after the records have been superseded, revised, or cancelled.</p>	NN 164-59	
✓ 41	<p>Uncontrolled (Non-Symbolled) Reports Folders, including copy of the inventory cost data or working papers relating to the compilation of cost, sample copy of the report, copy of the requiring directive and instruction, and periodic review and evaluation statements or assessments of reports effectiveness.</p> <p>(1) DISPOSE 2 years after the report has been superseded, revised, or cancelled.</p>	GRS-16	
✓ 46	<p>Workpapers and back-up material produced in the conduct of reports systems studies and other studies, including such items as charts, forms, correspondence, machine tabulations, staffing patterns, instructional materials, and drafts of the published study.</p> <p>(1) DISPOSE 2 years after system is implemented or study is completed.</p>	NN 164-59	
✓ 47	<p>Reports Processing and analysis Records. Reports and consolidations of reports not covered elsewhere in this schedule, on operations of field offices, service centers, National Office organizations, and other agencies, received as source documents for compiling either published or unpublished reports.</p> <p>(1) DISPOSE 2 years after end of report year.</p>	NN 164-59	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
✓ 48	<p>Reports Program Case or Project Records Project files of materials used in compiling published reports, including background material relating to sources, printing, and distribution, i.e. Reports Curtailment Status Report.</p> <p>(1) DISPOSE 2 years after end of report year.</p>	NN 164-59	
✓ 49	<p>Field Reports Program administration records dealing with regional, district, and service center operations (excluding records covered in items 40 and 41).</p> <p>(1) DISPOSE 2 years after records have been superseded, revised, or cancelled.</p>	NN 164-59	
✓ 50	<p>Evaluation files containing reports prepared by Audit Groups or teams on the operation of the Reports Management Program throughout the Service. Reports Program accomplishments, or equivalent forms, are represented in this file.</p> <p>(1) DISPOSE 2 years after records have been superseded, revised, or cancelled.</p>	NN 164-59	
✓ 51	<p>Reference files of issuances and directives:</p> <p>(1) Record set of Internal Revenue Manual transmittals and supplements, or related directive material pertaining to Reports Management.</p> <p>(a) DISPOSE 1 year after material has been superseded, revised, or cancelled.</p> <p>(2) All other issuances or directives</p> <p>(a) DISPOSE when obsolete or superseded.</p>	NN 164-59	