REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
   Treasury Department

2. MAJOR SUBDIVISION
   Internal Revenue Service

3. MINOR SUBDIVISION Office of Assistant Commissioner
   Accounts, Collection and Taxpayer Service

4. NAME OF PERSON WITH WHOM TO CONFER
   Virginia Cooper

5. TEL. EXT. 184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE;

1 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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6-3-75 Ross Thomas (Date) (Signature of Agency Representative) (Title)

PROGRAM MANAGER, RECORDS, MAIL AND TRANSPORTATION MANAGEMENT PROGRAM

7. ITEM NO.

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)

   These are additional items of records created or accumulated in the Office of Assistant Commissioner (Accounts, Collection, and Taxpayer Service) including the Accounts and Data Processing Division, Collection Division, and Taxpayer Service Division. The original schedule was approved March 13, 1975, under Job No. NC-58-75-1.

51. Annual Service Center Work Plan.
    DISPOSE after 1 year.

52. Service Center Work Schedules issued semiannually (NOTE: One current year of semiannual reports is always maintained)
    DISPOSE every six months earliest semiannual report.

53. Forms filed by qualifying corporations wishing to be treated as Domestic International Sales Corporations (Forms 4876).
    DISPOSE immediately.

Copy to Agency 6/14/75