

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUN 6 1975	JOB NO. NC - 58-75-11
NOTIFICATION TO AGENCY	
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.	
<i>6-12-75</i> Date	<i>James B. Phoady</i> Archivist of the United States

**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:

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

**PROGRAM MANAGER, RECORDS, MAIL AND
TRANSPORTATION MANAGEMENT PROGRAM**

6-3-75 (Date) *Ross Thomson* (Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	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 6/17/75