

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>AUG 14 1975</b>	JOB NO. <b>NC - 58-76-2</b>
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>	
<p><i>8-25-75</i> <i>James E. O'Heill</i> Date <i>Accepted</i> Archivist of the United States</p>	

**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  
**Information Systems  
Facilities Management Division - Branch**
4. NAME OF PERSON WITH WHOM TO CONFER  
**Fannie Dunn**
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*8/12/75* *Ross Johnson*  
(Date) (Signature of Agency Representative)

Program Manager, Records  
Management Program

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>This is a request to change Item 7, Records Control Schedule 210, Assistant Regional Commissioner (Data Processing) and Item 6, Records Control Schedule 211, Assistant Regional Commissioner (Collection).</p> <p><u>Narrative and Statistical Reports.</u> Reports covering workload, program activity operations, and other data (not covered elsewhere in this schedule) prepared in accordance with reporting requirements.</p> <p>(a) DISPOSE:</p> <p>(1) Record copy 2 years after close of the reporting year.</p> <p>(2) All other copies when no longer needed in current operations, but no later than 2 years.</p>	<p>NN-168-63 NN-168-115</p>	

*Copy to Agency 8-28-75*