# Request Authority

**TO DISPOSE OF RECORDS**  
(See Instructions on Reverse)

## 1. FROM (AGENCY OR ESTABLISHMENT)
Treasury - Internal Revenue Service

## 2. MAJOR SUBDIVISION
Facilities Management Division

## 3. MINOR SUBDIVISION
Information Systems Branch

## 4. NAME OF PERSON WITH WHOM TO CONFER
Ross Thomson

## 5. TEL. EXT.
134-6711

## 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.

## Information Items

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
</table>
| 124      | Information items which are tax related communications and information alleging or indicating a violation within the investigative jurisdiction of the Internal Revenue Service.  
(1) Transmittal memorandums transmitting "information items" and "other information" from district offices to service centers.  
DISPOSE after one year.  
(2) Non-tax related information items.  
DISPOSE sixty days after receipt.  
(3) Closed tax related items, Currency Transaction Reports and Currency Monetary Instrument Reports, sent to files.  
DISPOSE three years after closing date.  
(4) Closed tax related items, Other, sent to files.  
DISPOSE one year after closing date.  
(5) Closed tax related items, transferred to another service center.  
DISPOSE two years after closing date.  
(6) Closed tax related items, sent to Audit, Collection, Employee Plans and Exempt Organizations, or Intelligence.  
DISPOSE two years after closing date. | | |

[Copy to Agency 2-2-76(A)  
[Change approved by V. Cooper 1/14/76 (R)]