

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

*Citizens*

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

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.  
184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 21 1975	JOB NO NC - 58-76 - 4
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.	
Date <i>1-27-76</i> <i>James E. O'Hill</i> Archivist of the United States	

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.

*10-16-75* *Ross Thomson*  
(Date) (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
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*  
[change approved by V. Cooper 1/14/76 CSR]