

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG58</i>	
DATE RECEIVED <i>11/12/73 NC</i>	JOB NO <i>174-096</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>1-4-74</i> Date	<i>James B. Rhoads</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
Assistant Commissioner - Stabilization

4. NAME OF PERSON WITH WHOM TO CONFER
Fannie M. 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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11-9-73 (Date) Ross H. Thomson (Signature of Agency Representative) Acting Program Manager (Title)
Records Management Program

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Introduction</u></p> <p>The records covered by this schedule are created and accumulated in the Office of Assistant Commissioner (Stabilization) in the National Office. These records pertain to administrative and program functions of Stabilization activities in carrying out prompt, courteous, and uniform replies to requests for information, interpretations, rulings and appeal rights to all major aspects of the Stabilization Program. In addition to the foregoing these records contain information that was required to fairly and promptly investigate complaints alleging violation of the Stabilization Program and to grant or deny exception/exemption requests. They include:</p> <ol style="list-style-type: none"> Administrative records pertaining to the overall administration and operation of Stabilization activities. Phase I Stabilization Program records through November 1971, which document the processes involved and action taken to promote voluntary compliance. Phase II Stabilization Program records created after November 1971, which document the processes involved and action taken to promote voluntary compliance. 		

22 items

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	<p>4. Phase III Stabilization Program records created after January 11, 1973.</p> <p>The records disposition authorizations in this schedule are based on administrative determination of the Internal Revenue Service, Cost of Living Council, and disposal authority dated _____, granted by the Archivist of the United States.</p> <p style="text-align: center;"><u>ADMINISTRATIVE RECORDS</u></p> <p>12 1. <u>Organization and Program Records</u>. These records include any reports, correspondence, minutes of meetings, and related materials of historical significance, documenting overall organization and program matters of the Stabilization Program. This item covers records which describe major decisions relating to the establishment of policies, program emphasis, delegations of authority to top officials, and other matters originating in or acted on by the Office and that are not duplicated in areas of primary functional responsibility where they are covered by Records Control Schedules for those areas.</p> <p>(1) DISPOSE <i>Permanent for 12/1/73</i></p> <p>2. <u>Routine Correspondence Files</u> - Memoranda, transmittal letters, and teletypes, pertaining to the administrative, housekeeping, or facilitative functions relating to the overall administration and operation of an individual office.</p> <p>(1) DISPOSE 2 years after the end of the year or upon termination of the program whichever is earlier.</p> <p>3. <u>General Correspondence Files</u> - Correspondence (not covered elsewhere in this schedule) with regional offices, district offices, or subordinate field offices concerning program activities involving policy, procedures, decisions, etc., not made a part of a specific case.</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>

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	(1) DISPOSE 5 years after the end of the year.		DISPOSAL APPROVED
	4. <u>Facsimile Messages and Reports - Case Control and Reports Branch</u> maintains the original copy of all outgoing and a copy of all incoming messages, as record copies.		
	(1) Record Copy.		DISPOSAL APPROVED
	(a) DISPOSE 5 years after the end of the year.		
	(2) Copy.		
	(a) DISPOSE when no longer needed.		DISPOSAL APPROVED
	5. <u>Narrative, Statistical Progress and Production Reports (excluding facsimile reports) and related work papers, registers, and backup material.</u> Case Control and Reports Branch maintains record copies.		
	(1) Record Copy.		DISPOSAL APPROVED
	(a) DISPOSE 5 years after the end of the year.		
	(2) Copy.		
	(a) DISPOSE when no longer needed.		DISPOSAL APPROVED
	6. <u>Internal Control Records - Card files and other records developed to control assignments and work flow; to record action; or to serve as receipts for records borrowed or loaned.</u>		
	(1) DISPOSE when no longer needed in current operations, but no later than 2 years after the end of the year.		DISPOSAL APPROVED
	7. <u>Issuance Files - Copies of internal management documents which are issued by the National Office and retained solely for reference purposes.</u>		
	(1) DISPOSE when obsolete, superseded, or no longer needed.		DISPOSAL APPROVED

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	<p>(Note: Items 8 through 10 are reserved for future additions, if necessary, to the "Administrative Records" portion of this schedule.)</p> <p style="text-align: center;"><u>PHASE I PROGRAM RECORDS</u></p> <p>11. <u>Closed Case Files</u> - Records created and accumulated in the Office of Emergency Preparedness closed files consist of correspondence, copies of interpretations, rulings and decisions, reports, copies of OEP forms, applications for exemption or exception and other related data pertaining to:</p> <p>(1) Economic Stabilization Program violations;</p> <p>(2) Allowance or disallowance for exemption or exception from restrictions of Economic Stabilization Program regulations; and</p> <p>(3) Granting or denying of appeals filed involving adverse IRS actions and pay challenges relating to the administration of the Economic Stabilization Program.</p> <p style="padding-left: 40px;">(a) DISPOSE 5 years after the end of the year.</p> <p>12. <u>Alphabetic Card Index</u> - Cards serve as a finder media for Phase I records and may show names of individuals or companies concerned, case numbers and other related data.</p> <p>(1) Record copy.</p> <p style="padding-left: 40px;">(a) DISPOSE upon termination of the program.</p> <p>(2) Copy.</p> <p style="padding-left: 40px;">(a) DISPOSE 5 years after the end of the year.</p> <p style="text-align: center;"><u>PHASE II AND PHASE III PROGRAM RECORDS</u></p> <p>13. <u>Closed Written Inquiry Case Files</u> consisting of correspondence received from various sources requesting general information, asking</p>		<p style="text-align: right;">DISPOSAL APPROVED</p> <p style="text-align: right;">DISPOSAL APPROVED</p> <p style="text-align: right;">DISPOSAL APPROVED</p>

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	<p>for interpretations, rulings, or decisions concerning the Economic Stabilization Program, or containing allegations or indications of program violations.</p> <p>(1) General information inquiries.</p> <p style="padding-left: 40px;">(a) DISPOSE 1 year after the end of the year.</p> <p>(2) Other inquiries.</p> <p style="padding-left: 40px;">(a) DISPOSE 5 years after the end of the year.</p> <p>14. <u>Closed Complaint/Investigation Case Files</u> - Preliminary investigations and full-scale investigations resulting from locally initiated, directed or special investigations. These files contain letters from the public and replies, IRS Forms S-7, S-9, S-32, S-44, S-65, S-66, and S-41, and various background papers such as agents' or revenue officers' synopses, disclosure statements, minutes of board meetings, and newspaper clippings.</p> <p>(1) DISPOSE 5 years after the end of the year.</p> <p>15. <u>Closed Exemption/Exception Case Files</u> consisting of applications, Form S-16, determination letters, related correspondence, documents, background papers such as newspaper clippings, profit and loss statements, and agreements. These case files pertain to the allowance or disallowance of exemption or exception from restrictions of program regulations on prices, rent, wages, and salaries which were either approved or disapproved.</p> <p>(1) DISPOSE 5 years after the end of the year.</p> <p>16. <u>Closed Appeal Case Files</u> consisting of appellant's statement of objections and views, notification of decision and related documents, and background papers such as labor negotiations agreements, legal appeals, and copies of regulations. These closed files pertain to the granting or denying of appeals filed by persons</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>

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	<p>or their representatives who are dissatisfied with an IRS decision relating to the administration of the Economic Stabilization Program.</p> <p>(1) DISPOSE 5 years after the end of the year.</p>		DISPOSAL APPROVED
	<p>17. <u>Other Closed Case Files</u> - These are files which are not mentioned in the above major program records and may consist of Retroactive Pay Applications/Certifications and Notifications from Health Service Providers.</p> <p>(1) Dispose 5 years after the end of the year.</p>		DISPOSAL APPROVED
	<p>18. Alphabetical Card Index - These cards serve as finder media for Phase II and Phase III records. The cards may show names of individuals or companies concerned, case numbers, and other related data.</p> <p>(1) Record copy.</p> <p>(a) DISPOSE upon termination of the program.</p> <p>(2) Copy.</p> <p>(a) DISPOSE 5 years after the end of the year.</p>		DISPOSAL APPROVED