REQUEST AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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
Facilities Management

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

11-13-75

Program Manager, Records Management Program

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

This is a request to extend retention period covering records created and accumulated under Item 9(b) of Payrolling and Pay Administration Records, General Records Schedule 2.

9. Leave record cards, maintained independently of pay and earning records (including Standard Form 1130 when used as a leave record).

a. Pay or fiscal copy

(1) Final individual card showing accumulated leave on separation. Transfer to National Personnel Records Center, (NPRC) St. Louis, Mo., after audit by General Accounting Office or after 3 years whichever is earlier. NPRC will destroy when 10 years old.

(2) All other pay or fiscal copies.

DISPOSE when 3 years old.

b. Other copies

DISPOSE 12 months after the end of the leave year.

Copy to Agency 12-12-75