

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>MAY 3 1976</b>	JOB NO. <b>NC1-58-76-10</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>	
7-7-76 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  
**Facilities Management Division**
4. NAME OF PERSON WITH WHOM TO CONFER  
**F. 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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6-4-76 *Ross Thomson*  
(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 include an additional item to RCS-204, Collection - District Office.</p> <p><u>100% Penalty Assessment Administrative Files (Maintained by SPS).</u> Closed 100% Penalty Taxpayer Delinquent Accounts (TDA's), with copies of data accumulated in the collection process, will be disposed of 3 years after the liability is satisfied or the statutory period, as extended, for collection has expired, whichever occurs first.</p> <p>100% Penalty Case Files, with copies of all forms and/or documents required by Form 5013, 100% Penalty File Transmittal, including any claim for refund and/or abatement and/or adjudication by a court of competent jurisdiction, will be disposed of 2 years after the case is closed.</p>		

*Copy to Agency 7-9-76*