REQUEST FOR 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 - Internal Revenue Service

2. MAJOR SUBDIVISION
   Facilities Management Division

3. MINOR SUBDIVISION
   Information Systems Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Virginia Cooper

5. TEL. EXT.
   964-6711

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.

   ______________________________
   (Signature of Agency Representative)

   5-6-76
   (Date)

7. ITEM NO.

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

   This is a new item to be added to Records Control Schedule 212, covering records created and accumulated in Regional and District IRS offices.

      
      (1) Reports such as Daily Ledger Transaction Listings (S10 and S11) and Daily Advance Transaction Listing (S-40).
          
          (a) DISPOSE when data in listings is consolidated and reported in Monthly General Ledger and the advance Master File History Listing.

          (2) Reports such as Daily Special Obligation and Expenditure Transaction (S19), Daily Obligation Transaction Listing (S20) and Daily Expenditure Transaction Listing (S21).
          
          (a) DISPOSE when information is available on computer tape.

   Copy to Agency, All Federal Records Centers 7-9-76 00

   Program Manager, Records Management Program

   (Date) (Title)

   ______________________________
   (Signature of Agency Representative)

   5-6-76

   Archivist of the United States

   7-9-76

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