

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

21 items

LEAVE BLANK	
DATE RECEIVED AUG 12 1976	JOB NO. NC1 - 58-76-12
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.	
<i>10-19-76</i> Date	<i>Jamy B. Blodgett</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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8-5-76 *Ross H. 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.	The records covered by this Schedule (Records Control Schedule 201) are created or accumulated under the jurisdiction of the Office of the Assistant Regional Commissioner (Accounts, Collection, and Taxpayer Service). <u>Administrative File.</u> Memorandums, teletypes, letters, requisitions, etc. (not covered elsewhere in this Schedule) pertaining to the administrative, housekeeping, or facilitative operations of this office. (1) DISPOSE after 2 years old. <i>Destroy when</i>		
2.	<u>Delegations of Authority Files.</u> Record copies documenting the delegations of authority to an individual or office in accordance with prescribed regulations and not included in the Internal Management Document System. (These records are of a limited nature as opposed to delegation of authority records on a continuing basis which are a part of the Internal Management Document System.) (1) DISPOSE 1 year after close of the year in which delegation of authority was terminated. <i>Destroy</i>		
3.	<u>Minutes or Summaries of Conferences and Meetings.</u> Documentation of minutes or summaries of conferences and meetings, including information on decisions reached and actions taken, or to be taken. (1) Record Copy. (a) DISPOSE 2 years after the end of the year. (2) All other copies. (a) DISPOSE when no longer needed but no later than 1 year after the end of the year. <i>Destroy</i>		

Copy to Agency 10-21-76 AD
Copy to Agency 10-21-76 AV

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><u>General Correspondence Files.</u> Correspondence and related documents (not covered elsewhere in this Schedule) pertaining to: program and internal management activities of the regional office, service center and district offices, involving allocation of resources, organization, procedures, rulings and decisions of a general nature and not involving the tax liability of a specific taxpayer nor made a part of a specific tax case; returns processing; data processing; revenue accounting operations; and other related correspondence. (Excludes records documenting significant procedural matters, consolidations or reorganizations of major activities, or other records determined to have historical or precedence reference value, which shall be retained).</p> <p>(1) DISPOSE after 3 years <i>old.</i> <i>Destroy when</i></p>		
5.	<p><u>Pilot ADP Activity Planning and Operation Files.</u> Record copies of statistics, charts, graphs, reports and correspondence with the National Office and service center of pilot ADP activities. These records are unique in that they provide an official documentation of the many facets of the establishment and enhancement of the IRS Data Processing System.</p> <p>(1) DISPOSE after 30 years <i>old.</i> <i>Destroy when</i></p>		
6.	<p><u>Consolidation and Reorganization Reference Files.</u> Record copies of correspondence and related documents pertaining to: consolidations or reorganization of Accounts, Collection and Taxpayer Service major activities; significant procedural matters; and other records determined to have precedence reference value.</p> <p>(1) DISPOSE after 30 years <i>old.</i> <i>Destroy when</i></p>		
7.	<p><u>Taxpayer Case Files.</u> Correspondence, forms and other papers involving taxpayer complaints and relating to the tax liability of a specific taxpayer.</p> <p>(1) DISPOSE 3 years after case is closed. <i>Destroy</i></p>		
8.	<p><u>Routine Correspondence.</u> Correspondence with the public, Congress and government activities pertaining to inquiries, complaints or requests for general information on tax matters, which is not made a part of the taxpayer case file and which is not covered elsewhere in this Schedule.</p> <p>(1) DISPOSE after 2 years <i>old.</i> <i>Destroy when</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p><u>Narrative and Statistical Reports.</u> Reports covering work-load, progress, program activity operations, and other data (not covered elsewhere in this Schedule) prepared in accordance with reporting requirements.</p> <p>(1) Record copy. (a) DISPOSE 2 years after close of the reporting period.</p> <p>(2) All other copies. (a) DISPOSE when no longer needed in current operations but not later than 2 years.</p>		
10.	<p>Narrative reports prepared for management use by National Office, regional office, district offices, service centers, and Regional Inspector.</p> <p>(1) Office Evaluation, Management Review, and Internal Audit Reports covering evaluation of program activities, progress of operations, as well as conformance to or variations from existing procedures and regulations; including the regional office quality review of district office Taxpayer Service telephone, walk-in and correspondence activities.</p> <p>(a) Record copy. 1 DISPOSE 3 years after close of the reporting year.</p> <p>(b) All other copies. 1 DISPOSE when no longer needed in current operations or after 2 years, whichever is earlier.</p> <p>(2) Reports of studies, surveys, and special projects, including all related records for local implementation.</p> <p>(a) Record copy. 1 DISPOSE 2 years after implementation or, if not implemented, 2 years after completion of report.</p> <p>(b) All other copies. 1 DISPOSE when no longer needed in current operations or after 2 years, whichever is earlier.</p>		
11.	<p><u>Annual Work Plan - Work Planning and Control System.</u> Record copies of fiscal year work plans recording projected workloads, program objectives and staff needs of service center and district office activities.</p> <p>(1) DISPOSE 2 years after close of the year covered. <i>Destroy</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p><u>Semi-Annual or Periodic Work Schedules - Work Planning and Control System.</u> Record copies of work schedules which reflect projected daily, weekly or monthly workloads and staff needs of service center and district office activities. (1) DISPOSE ^{Destroy} 6 months after completion of the period covered.</p>		
13.	<p><u>Performance Reports - Work Planning and Control System.</u> Record copies of machine generated or manually prepared reports prepared in accordance with reporting requirements, which reflect actual workload accomplishments and staff usage in service center or district offices. (1) DISPOSE ^{Destroy} 2 years after close of work schedule period covered by the report.</p>		
14.	<p><u>Systems Change Requests and Supporting Documents.</u> (1) DISPOSE ^{Destroy} 2 years after close of the year in which approved or rejected.</p>		
15.	<p><u>Internal Control Files.</u> Card files, tickler files, and other types of files developed to control work assignments and work flow, and to record action taken. (1) DISPOSE ^{Destroy} 1 year after the close of the year for which the record applies.</p>		
16.	<p><u>Reference Files.</u> Extra copies of internal management documents, copies of correspondence and reports, reference copies of computer-produced reports, or other materials retained solely for convenience of reference. (1) DISPOSE ^{Destroy} when obsolete or superseded, or when no longer needed in current operations, whichever is earlier.</p>		