

**REQUEST FOR AUTHORITY
TO DISPOSAL 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
**Information Systems Branch - Facilities Management
Division**

4. NAME OF PERSON WITH WHOM TO CONFER
F. M. Dunn

5. TEL. EXT.
184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

964-6711

LEAVE BLANK	
DATE SUBMITTED AUG 30 1976	JOB NO. NC1 - 58-76-13
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
DATE OCT 14 1976	<i>James B. Rhoads</i> Archivist of the United States

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

**Program Manager, Records
Management Program**

8-26-76
(Date)

Ross Thomson
(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The records covered by this schedule are created and accumulated in the Office of the Assistant Commissioner (Inspection), Records Control Schedule 105.</p> <p>(1) Investigative case files (including reports, exhibits and correspondence) in Character, Security, Background (NACI's), Conduct, Assault, Bribery, Disclosure and Enrollee Charge cases.</p> <p><i>Destroy when 10 years old.</i> (a) Dispose eight years after retirement to Federal Records Center.</p> <p><i>Transfer</i> (b) Retire to Federal Records Center two years after date of report, final legal action or final administrative action, whichever is appropriate.</p> <p>(2) File folders (containing copies of Form 2028-P and Form 2077) in favorable character cases.</p> <p>(Note: Record copies (originals) of these files have been maintained in the Regional Inspectors' offices since March 15, 1976).</p> <p><i>Destroy</i> (a) Dispose one year after date of report.</p>		
2.	<p>Financial Statements of Internal Revenue Service or other Treasury Bureau employees or applicants which were not made a part of the investigative case file.</p> <p>(1) Dispose after 10 years old. <i>Destroy when</i></p>		

Copy to Agency 10-18-76 CJD

Copy to NMF → 10-15-76
Copy to NCW 10-21-76 CJD

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
3.	<p>(1) Investigative case files (including reports, exhibits, and correspondence) in Special Inquiry (Complaint or Miscellaneous) investigations involved named or unnamed individuals, and cases involving offices or situations not relating to specifically named individuals.</p> <p><i>Destroy when 10 years old.</i></p> <p>(a) Dispose eight years after retirement to Federal Records Center.</p> <p><i>Transfer</i></p> <p>(b) Retire to Federal Records Center two years after date of final report.</p> <p>(2) Investigative case files (including reports, exhibits and correspondence) in Special Inquiry (Impersonation) investigations.</p> <p><i>Destroy</i></p> <p>(a) Dispose one year after date of final report.</p>		
4.	<p>(1) Miscellaneous Information Files (includes correspondence regarding Bribery, Derogatory Practitioners, Employee Misconduct, Integrity, Threats and Protection), generally containing information that presents no factors for immediate investigative resolution.</p> <p><i>Destroy when</i></p> <p>(a) Dispose after three years <i>old.</i></p> <p>(2) Miscellaneous Information Files (including correspondence regarding Confidential Informants).</p> <p><i>Destroy</i></p> <p>(a) Dispose upon notification from Regional Inspector that regional file has been destroyed.</p>		
5.	<p>Investigative case files (including reports, exhibits and correspondence) in Tort claim and Enrollee Applicant cases.</p> <p><i>Destroy</i></p> <p>(1) Dispose one year after date of final report.</p>		
6.	<p>Index and Control Cards related to investigative case files and Miscellaneous Information files covered in Item 12, 13, 14, 15 and 16.</p> <p><i>Destroy</i></p> <p>(1) Dispose after related case files have been destroyed.</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
7.	<p>Electronic equipment fiscal year inventory report to Attorney General with summary of uses; correspondence concerning requests for and approval to conduct consensual non-telephone monitoring and memorandum specifying results of such monitoring (required until December 22, 1975) or Forms 5510 reporting such results December 22, 1975.</p> <p>(1) Dispose ^{Destroy when} after six years <i>old</i>.</p>		
8.	<p>Administrative Summons Report file, containing copies of Form 5534, Administrative Summons District Summary.</p> <p>(1) Dispose ^{Destroy when} after one year <i>old</i>.</p>		
9.	<p>Internal audit reports and related papers and correspondence, including reports on surveys, special studies, and investigations conducted jointly with other organizations.</p> <p>(1) Dispose ^{Destroy when} after ten years <i>old</i>.</p> <p>(2) Retire ^{Transfer} to Federal Records Center after ^{when} five years <i>old</i>.</p>		
10.	<p>"Permanent" ^{type} or carry forward internal audit work-paper files consist of information that has continuing value audit after audit. Information has been accumulated in current and past audits and will be used in future audits. Additions of new material and deletions of unessential items are made as the audit progresses.</p> <p>(1) Dispose ^{Destroy} of information that is no longer required.</p>		
11.	<p>National Office copies of field Internal Audit Reports.</p> <p>(1) Dispose ^{Destroy} five years after completion of report.</p>		
12.	<p>Investigative case files (including reports, exhibits and correspondence) concerning occupants of critical-sensitive positions or assignments.</p> <p>(1) Dispose ^{Destroy} five years after employee is separated.</p> <p>(2) Retire ^{Transfer} to Federal Records Center when employee is separated.</p>		