

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>AUG 30 1976</b>	JOB NO. <b>NC1 - 58-76-14</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>	
5. TEL. EXT. <b>964-6711 SEP 8 1976</b>	Date <i>James S. 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  
Information Systems Branch - Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mrs. F. M. Dunn**

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 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 Internal Revenue Service Regional Offices and are maintained under the jurisdiction of the Regional Inspector, Records Control Schedule 205.</p> <p>Investigative case files (including copies of reports, exhibits, and correspondence) in derogatory character, Security, and Background (NACI's), Conduct, Assault, Bribery, Disclosure and Enrollee Charges.</p> <p>(Note: Include investigative reports and related papers furnished the Internal Revenue Service by the U. S. Civil Service Commission.)</p> <p>(1) Dispose five years after date of final report.</p>		
2.	<p>(1) Investigative case files (including copies of reports, copies of exhibits and correspondence) in favorable Character and Background (3408, etc.) cases.</p> <p>(Note: Record copies (originals) of these files have been maintained in the Office of Assistant Commissioner (Inspection), National Office until March 14, 1976).</p> <p>(a) Dispose one year after date of final report.</p> <p>(2) Investigative case files (including record copies (originals) of reports, exhibits and correspondence) in favorable cases.</p> <p>(Note: Record copies (originals) of these files have been maintained in the Regional Inspector's offices since March 15, 1976.)</p>		

*Copied to Agency 9-15-76*

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
	<ul style="list-style-type: none"> <li>(a) Dispose eight years after retirement to Federal Records Center.</li> <li>(b) Retire to Federal Records Center two years after date of final report.</li> </ul>		
3.	<ul style="list-style-type: none"> <li>(1) Investigative case files (including copies of reports, copies of exhibits, and correspondence) in Special Inquiry (Complaint or Miscellaneous) investigations involving named or unnamed individuals and cases involving offices or situations not relating to specifically named individuals.                             <ul style="list-style-type: none"> <li>(a) Dispose five years after date of final report.</li> </ul> </li> <li>(2) Investigative case files (including copies of reports, copies of exhibits, and correspondence) in Special Inquiry (Impersonation) cases.                             <ul style="list-style-type: none"> <li>(a) Dispose one year after date of final report.</li> </ul> </li> </ul>		
4.	<p>Investigative case files (including copies of reports, copies of exhibits and correspondence) in Tort claim and Enrollee Applicant.</p> <ul style="list-style-type: none"> <li>(1) Dispose one year after date of final report.</li> </ul>		
5.	<ul style="list-style-type: none"> <li>(1) Miscellaneous Information Files (includes correspondence regarding Bribery, Derogatory Practitioners, Employee Misconduct Integrity, Threats and Protection, Referrals (with Inspection interest), Thefts and Losses, and other Information) generally containing information that presents no factors for immediate investigative resolution.                             <ul style="list-style-type: none"> <li>(a) Dispose after three years.</li> </ul> </li> <li>(2) Miscellaneous Information Files regarding Confidential Informants.                             <ul style="list-style-type: none"> <li>(a) Review annually (by October 1 of each year) and dispose of those records no longer active, relevant or necessary.                                     <p>(Note: Confidential expenditure records contained within these files will not be destroyed without approval from Internal Audit.)</p> </li> </ul> </li> <li>(3) Copies of Collateral Reports forwarded to other regions concerning investigations listed in items 11, 12, 13, and 14 above.                             <ul style="list-style-type: none"> <li>(a) Dispose 60 days after date report forwarded or when notified report has been received, whichever is sooner.</li> </ul> </li> </ul>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	Index and Control cards related to investigative case files and Miscellaneous Information files covered in items 11, 12, 13, 14 and 15.  (1) Dispose after related case file has been destroyed.		
7.	Electronic equipment inventory records Forms 1930, showing withdrawal and return of equipment; Forms 5177 and 5178 regarding requests for approval to conduct consensual monitoring of non-telephone and telephone conversations, respectively; and memorandum specifying results of electronic monitoring (required until December 22, 1975), maintained by the Regional Inspector.  (1) Dispose after six years.		
8.	"Permanent" <sup>type</sup> 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 un-essential items are made as the audit progresses.  (1) Dispose of information that is no longer required.		