

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 58 77 7	
DATE RECEIVED 25 APR 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-27-77</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Information Systems Branch, A:FM:I

4. NAME OF PERSON WITH WHOM TO CONFER
Roy Shiflett

5. TEL. EXT.
376-0593

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4/15/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross Thomson</i> Ross Thomson	E. TITLE Program Manager Records Management Program
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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
1.	<p>This request covers records of the Chief, Collection Division and the Taxpayer Service Branch in all district offices and subordinate Collection Division field offices pertaining to revenue collecting and accounting, including the receipt, processing, and the proper disposition of tax returns and related documents; and the receipt, deposit and proper accounting for tax payments.</p> <p><u>Lien and Discharge Records</u>, (maintained by Special Procedures Staff). Copies of notices of tax lien filed with the appropriate recording official; certificates of discharge and reports thereon, certificates of release from tax liens and related data; and certificates of nonattachment.</p> <p>(1) DISPOSE 2 years after the account on which the lien arose has been satisfied or after the statutory period for collection has expired, whichever occurs first.</p>	<p>II-NNA-2107 Item 16 & 18</p>	

115-107
Sent to agency, all FRO's, NCW-4/24/77