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  
Ross Thomson

E. TITLE  
Program Manager

Records Management Program

7. ITEM NO.  

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

1. Lien and Discharge Records, (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.

(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.