

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK			
JOB NO.			
<b>NC1 58 77 8</b>			
DATE RECEIVED			
<b>MAY 2 1977</b>			
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.			
5-9-77		<i>James P. O'Neil</i>	
Date		Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT) <u>Treasury Department</u>	
2. MAJOR SUBDIVISION <u>Internal Revenue Service</u>	
3. MINOR SUBDIVISION <u>Information Systems Branch-Facilities Management Div.</u>	
4. NAME OF PERSON WITH WHOM TO CONFER  <u>Fannie M. Dunn</u>	5. TEL. EXT.  <u>376-0593</u>

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.

**A** Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
4/27/77	<i>Ross H. Thomson</i>	Program Manager, Records Management Program	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This is a request to revise and to include additional items to Records Control Schedule 212, Office of Regional Commissioner, District Director and Assistant Regional Commissioner (Administration).</p> <p>1. Identification Media and Related Records.</p> <p>(1) Pocket commissions, identification cards and Civil Defense identification cards.</p> <p>(a) Dispose upon final turn-in by person to whom issued.</p> <p>(2) Numerical records of pocket commissions, enforcement badges, identification cards, and Civil Defense identification cards.</p> <p>(a) Dispose 3 years after last entry turn-in.</p> <p>(3) Alphabetic Identification media requests.</p> <p>(a) Dispose 3 years after being placed in dead file.</p>	NC1-58-76-11	

115-107  
*Sent to agency and ~~new~~ - 5/10/77 to all FRC's*

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
	<p>(4) Prepared list of personnel authorized access to restricted/secured areas.</p> <p>(a) Dispose when no longer required or become obsolete.</p> <p>(5) Computer listings of encrypted data and passwords.</p> <p>(a) Dispose 6 months after new listing has been received and all badge/cards recoded and/or passwords issued.</p> <p>(6) All other records and correspondence pertaining to identification media.</p> <p>(a) Dispose after 3 years.</p> <p>2. Security Program Files</p> <p>(1) Files Relating to Reports of Bomb Threats, Demonstrations, Civil Disturbance, and Job Actions:</p> <p>(a) Dispose after 3 years.</p> <p>(2) Files Relating to Reports of Burglaries, Housebreakings, Robberies and Thefts:</p> <p>(a) Dispose after 3 years.</p> <p>(3) Investigative Files: Accumulating from investigations of explosives, bomb threats, demonstrations, etc., consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements and reports and related papers concerning occurrences of such a minor nature that they are settled locally with referral to other organizational elements.</p> <p>(a) Dispose after 3 years.</p> <p>(4) Facility Security Survey: Reports of surveys and inspections of Government-owned and leased facilities conducted to ensure adequacy of protective measures taken to safeguard information from unauthorized disclosure</p>		

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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
	<p>and destruction and facilities against disruption, sabotage, and unauthorized entry.</p> <p>(a) Dispose after 3 years or upon discontinuance of the facility, whichever is sooner.</p> <p>3. Security Clearance Files</p> <p>(1) Correspondence files relating to administration and operation of the personnel security clearance program.</p> <p>(a) Dispose after 2 years.</p> <p>(2) Personnel security clearance status files maintained by Protective Programs to show the security clearance status of individuals in the form of lists or rosters.</p> <p>(a) Dispose when superseded or obsolete.</p> <p>(3) Security clearance documents - Forms 2232, 4139, 4324, 5040, and 5235.</p> <p>(a) Dispose 1 year after cancellation.</p> <p>4. Claims Files</p> <p>(1) Tort Claims Files.</p> <p>(a) Dispose 1 year after case is closed.</p> <p>(2) Employee Personal Property Claims Files.</p> <p>(a) Dispose 1 year after case is closed.</p> <p>(3) Other General Claims.</p> <p>(a) Dispose 3 years after date of claim.</p>		