

870634

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-58-77-12	
DATE RECEIVED	8 AUG 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-10-77 Date	<i>James B. Plouffe</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  
Facilities Management Division 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 2 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 8/1/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy M. Shiflett</i>	E. TITLE Acting 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
9.	<p>Reference: Request for Records Disposition Authority dated 4/29/77 Assigned Job No. NC1 58 77 10, approved 5/11/77.</p> <p>Request that the following changes be approved:</p> <p><u>COMPUTER GENERATED MANAGEMENT INFORMATION REPORTS</u> (includes Employee Plans and Exempt Organization Application Control System (EACS), Employee Plan Master File (EPMF), and Audit Information Management System (AIMS) outputs.</p> <p>(1) Service Center Reports.</p> <p>(a) DISPOSE 2 years after report date, or when of no further reference value, whichever is earlier.</p> <p>(Add) (2) Data Center Reports.</p> <p>(a) DISPOSE 2 years after report date, or when no longer needed in current operations, whichever is earlier.</p>		
10. (add)	(1) (a) DISPOSE 7 years from the date of the		

115-107  
*sent to agency. all FROS, NCW, NNF - 8/15/77*

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 2 pages

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	<p>related restated <u>or withdrawal</u> of plan file, whichever is earlier. Change in wording.</p> <p>(3) Microfilm Transaction History Lists (Annual). Delete (a) RETAIN. Delete</p> <p>(4) Renumber (3).</p>		
13.	<p>(1) Exemption Recognized. Delete (a) RETAIN, until revoked or terminated. Delete</p> <p>(2) Renumber (1). (a) DISPOSE <u>3</u> years from date of failure to respond to request for information.</p> <p>(3) Renumber (2). (a) DISPOSE <u>3</u> years from date of:</p> <p>(4) Delete. (5) Delete. (6) Renumber (3).</p>		
17.	<p>GROUP CONTROL CASES. CHANGE TITLE TO: GROUP CONTROL <u>CARDS</u>.</p>		