**REQUEST FOR RECORD DISPOSITION AUTHORITY**

*See Instructions on reverse*

**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:
   [Signature]

E. TITLE:
   Acting Program Manager, Records Management Program

F. DATE RECEIVED:
   8 AUG 1977

G. JOB NO.:
   NC1 58-77-12

7. ITEM NO. (With Inclusive Dates or Retention Periods):

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Request that the following changes be approved:</td>
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</table>

9. COMPUTER GENERATED MANAGEMENT INFORMATION REPORTS
   (Includes Employee Plans and Exempt Organization Application Control System (EACS), Employee Plan Master File (EPMF), and Audit Information Management System (AIMS) outputs.

   (1) Service Center Reports.
   
   (a) DISPOSE 2 years after report date, or when of no further reference value, whichever is earlier.

   (Add) (2) Data Center Reports.
   
   (a) DISPOSE 2 years after report date, or when no longer needed in current operations, whichever is earlier.

10. (Add) (1) (a) DISPOSE 7 years from the date of the
<table>
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<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>related restated or withdrawal of plan file, whichever is earlier. Change in wording.</td>
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<tr>
<td>12.</td>
<td>(3) Microfilm Transaction History Lists (Annual). Delete (a) RETAIN. Delete (4) Renumber (3).</td>
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<td>13.</td>
<td>(1) Exemption Recognized. Delete (a) RETAIN, until revoked or terminated. Delete (2) Renumber (1). (a) DISPOSE 3 years from date of failure to respond to request for information. (3) Renumber (2). (a) DISPOSE 3 years from date of: (4) Delete. (5) Delete. (6) Renumber (3).</td>
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<td>17.</td>
<td>GROUP CONTROL CASES. CHANGE TITLE TO: GROUP CONTROL CARDS.</td>
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