

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

LEAVE BLANK	
JOB NO	
NC1 58 78 2	
DATE RECEIVED	
27 FEB 1978	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
3-2-78 <small>Date</small>	<i>James B. Rhodes</i> <small>Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Internal Revenue Service**

2. MAJOR SUBDIVISION  
**Facilities Management Division**

3. MINOR SUBDIVISION  
**Information Systems Branch**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ross Thomson**

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
2/23/78	<i>Ross H. Thomson</i>	Program Manager, Records, Mail and Transportation		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	These records fall within the area of Records Control Schedules 206, Service Centers Delegations of authority to sign the name of the Service Center Director to statutory notices. DISPOSE 10 years after end of processing year.			
2.	Computerized certified mailing lists of statutory notices. DISPOSE 10 years after end of processing year.			

*sent to agency, NCR-NRF all FRG's 2 items 3/4/78*

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**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
4/28/78	<i>Ross H. Thomson</i>	Program Manager, Records, Mail and Transportation

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	These records fall within the area of Records Control Schedule 202, Audit-Regional and District Offices, 204, Collection - District Offices and 206, Service Centers.		
1.	Delegations of authority to sign the name of the Director to statutory notices. DESTROY 10 years after end of processing year.	NC1 58 78 2 3-2-78	
2.	Computerized certified mailing lists of statutory notices. DESTROY 10 years after end of processing year.		
	The above items were previously approved for RCS-206 only. This request is for them to be added to RCS-202 and 204.		