

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 58 78 3
DATE RECEIVED	23 MAR 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-26-78 Date	<i>[Signature]</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

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3-20-78	<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
1.	<p>The records covered by this request are created and/or accumulated in the Intelligence Division, National Office. These records pertain to the intelligence program of the Service which includes the investigation of alleged criminal violations of tax laws.</p> <p><u>Collateral Requests</u> - Carbon and Xerox copies of requests made between agent of different districts for information on taxpayers under investigation. Information includes name of individual, number of case and general data on the violation.</p> <p>In June 1963, the requirement to submit copies of collateral requests to the National Office was rescinded.</p>		
2.	<p><u>Sensitive Case Files</u> - Arranged by district office handling the case. Includes information from investigations and witnesses, reports, computations, newspaper clippings, decisions of tax courts, and report of publicity.</p> <p>The submission of sensitive case reports and maintenance of sensitive case files were discontinued several years ago.</p>		4 items

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
3.	<p><u>Agent Skill Cards</u> - Arranged alphabetically. Card provides name, address, picture, educational history, and special areas of competence of the undercover agents of the Intelligence Division.</p> <p>Maintenance of these cards was discontinued several years ago.</p>		
4.	<p>Time Reports on Case Work of Agents - Arranged by district, Periodic reports prepared in district offices showing the amount of time spent by agents on all their cases, on OCD cases, and on special enforcement cases as requested by the U. S. Attorney's Office and others.</p> <p>The requirement to submit time reports on case work to the National Office was rescinded in July 1973.</p> <p>The above records are not currently covered by a Records Control Schedule. Disposition will be made as soon as authority is received.</p>		