

Rec'd NCD 21 Aug 78 RH

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N C 1 5 8 7 8 1 1

DATE RECEIVED

AUG 21 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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
Dorothy A. Ratliff

5. TEL. EXT
376-0593

8-23-78 *James E. O'Neil*
Date *acting* Archivist of the United States

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 8-16-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</i>	E. TITLE 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
1.	<p>The records covered by this one time disposal request are created and/or accumulated in the Collection field offices. These records pertain to the field Collection program covered by Records Control Schedule 204.</p> <p>Forms 5902, Collection Management System Data Entry, used to gather data for IDRS input.</p> <p>DESTROY immediately.</p>		

sent to Agency 8-25-78 JG