

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

*Rec'd NCD 7 Feb 80 AM*

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 (RM:FM:I)

4. NAME OF PERSON WITH WHOM TO CONFER

Roy Shiflett

5. TEL EXT

376-0593

LEAVE BLANK

JOB NO

NCL-58-80-5

DATE RECEIVED

2-7-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*2-13-80* Walter W. Stender  
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 <u>2/4/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Johnson</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
<u>RCS-206</u> <u>102</u>	<p>This is a revision to the disposition of Item 102, Records Control Schedule 206 - Service Centers:</p> <p>Unpostable, Error and Reject Registers and Listings prepared and used at service centers to perfect the master file and resolve errors made in processing perfecting operations.</p> <p>(1) Error/Reject Registers and Listings. (a) DESTROY when no longer needed in current operations, unless the Supervisory Auditor at the service center asks for them to be retained for a longer period.</p> <p>(2) Unpostable Listings. (a) DESTROY after 30 days, or when no longer needed in current operations, whichever is the longer period, unless the Supervisory Auditor at the service center asks for them to be retained for a longer period.</p> <p>NOTE: Due to the large volumes of these records at the service centers, request an <u>expedite approval</u>. These changes will be reflected in a complete revision of this schedule due to be released to your office soon.</p>	<u>NCL-58-76-9</u> (Item 34)	

*Hand carried to agency on 2/14/80.*

*2 Items*

*Closed Out - 2-19-80*