REQUEST FOR RECORDS 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 (RM: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 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
   2/14/80

D. SIGNATURE OF AGENCY REPRESENTATIVE
   Ross H. Thompson

E. TITLE
   Program Manager
   Records Management Program

7. ITEM NO
   RCS-206
   102

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   This is a revision to the disposition of Item 102, Records Control Schedule 206 - Service Centers:
   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.
   (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.
   (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.

NOTE: Due to the large volumes of these records at the service centers, request an expedite approval. These changes will be reflected in a complete revision of this schedule due to be released to your office soon.

9. SAMPLE OR JOB NO
   NC1-58-76-9
   (Item 34)

10. ACTION TAKEN

Hand copied to agency on 2/14/80.

Closed Out 2-19-80.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4