

June 18, 1981

Mr. Ross H. Thompson  
Room 637, Warner Building  
Program Manager, Records Management Program  
Internal Revenue Service  
Washington, DC 20226

Dear Mr. Thompson:

We are returning without action Records Control ~~schedule~~ 119, Criminal Investigation Division, National Office (NCL-58-80-8) in accordance with a telephone conversation on June 15, 1981, between Mr. Gary W. Hall of your staff and James Harwood of my staff. It is our understanding that the number and scope of changes to the schedule are so extensive as to preclude making pen and ink changes we normally make with an agency's concurrence.

Sincerely,

(Signed) RAYMOND A. MOSLEY

RAYMOND A. MOSLEY  
Director  
Records Disposition Division

Enclosure

OFFICIAL FILE:NC  
DAY FILE:NC  
HARWOOD:kd:6-18-81

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

*Rec'd NCD 1/28/80 EA*

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of the Treasury

2 MAJOR SUBDIVISION  
Internal Revenue Service

3 MINOR SUBDIVISION  
Facilities Management Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Raymond A. O'Brien, Jr.

5 TEL EXT  
376-0593

LEAVE BLANK	
JOB NO	
<i>NCI-58-80-8</i>	
DATE RECEIVED	
<i>5-1-80</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	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 12 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 <i>11-18-80</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</i>	E. TITLE 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
	<p align="center"><u>Records Control Schedule 119</u></p> <p align="center"><u>Criminal Investigation Division, National Office</u></p> <p>The records covered by this schedule are created and/or accumulated in the Office of the Director, Criminal Investigation Division, National Office. These records pertain to the criminal investigation program of the Service which includes the investigation of alleged criminal violations of tax laws (except Alcohol, Tobacco, and Firearms), and any other investigations as directed by the Commissioner.</p>		WITHDRAWN

*Withdrawn: 6-24-81: 48 items  
JBL*

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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
7.	<p><del>Numbered Case Files. (Jacketed and unjacketed cases).</del> Documents consisting of prosecution and non-prosecution cases developed as a result of full-scale investigation. The cases contain reports, correspondence, and other records relating to actual or alleged income and other tax evasion, wagering coin-operated gaming devices, occupational and excise taxes and other actions investigated by the Criminal Investigation Division.</p> <p>(1) DISPOSAL NOT AUTHORIZED BY THIS SCHEDULE.</p>		<b>WITHDRAWN</b>
8.	<p><u>Master Index.</u> Serves as a master index to numbered and unnumbered investigations, information items and collateral investigations. The cards may show names of individuals or groups concerned, case number, nature of allegation, related cases, social security number, aliases, and other related data.</p> <p>(1) Paper copy.</p> <p>(a) DESTROY when microfilmed copy is verified.</p> <p>(2) Microfilm copy.</p> <p>(a) DISPOSAL NOT AUTHORIZED BY THIS SCHEDULE.</p>		
9.	<p><u>Special Reference Files.</u> General background information collected from various sources which provide information on general conditions in an area or an occupation as distinct from information on specific taxpayers. This file may consist of reports, newspaper and periodical clippings, information, statements, and other data relating to the subject of the file. (Establish new file at five year intervals and bring forward item of current interest.</p> <p>(1) DESTROY when 10 years old, or when no longer needed in current operations, whichever is sooner.</p>		
10.	<p><u>Chronological "Clip" Files.</u> Copies of correspondence and memoranda maintained at all levels throughout the Criminal Investigation Division.</p> <p>(1) Record copy.</p> <p><del>(a) DESTROY when 3 years old.</del></p>		

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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><del>ADMINISTRATIVE RECORDS</del></p> <p><u>Administrative Office Files.</u></p> <p>(1) General Records of the Administrative Branch</p> <p>(a) Correspondence and fiscal records including bank statements of undercover agents, imprest fund accounts, and expenditures for undercover activities and related travel vouchers.</p> <p>1 DESTROY when 3 years old.</p> <p>Note: Items 2 through 5 are reserved for future additions to the "Administrative Records" portion of this schedule.</p> <p><u>GENERAL PROGRAM RECORDS</u></p> <p>6. <u>Central Classified Files.</u> Documents including correspondence, memoranda, reports, publications, manuals, and other records reflecting all phases of the work of the Criminal Investigation Division. Included are records concerning Congressional and White House correspondence, legislative proposals, long-range plans, budget submissions, organization, staffing strengths, reports on projects, method of operations, and liaison activities with other Federal agencies, conferences and meetings, use of government vehicles, electronic surveillance, space and building management, employee suggestions, and other records relating to the functions and accomplishments of the Division.</p> <p>(1) Records documenting the programs, policies, and procedures of the Division.</p> <p>(a) PERMANENT.</p> <p>(b) RETIRE to Federal Records Center when 5 years old.</p> <p>(c) TRANSFER to National Archives and Records when 30 years old.</p> <p>(2) Other Records.</p> <p>(a) DESTROY when 5 years old.</p>		WITHDRAWN

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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
10.	<p><del>(2) All other copies.</del></p> <p>(a) DESTROY when 3 years old, or when no longer needed in current operation, whichever is sooner.</p>		WITHDRAWN
11.	<p><u>Reference or Working Files.</u> Documents consisting of background material, short-term, routine administrative records, or non-record reference materials.</p> <p>(1) DESTROY when 2 years old, or when no longer needed for current business, whichever is sooner.</p>		
12.	<p><u>Publications of the Criminal Investigation Division.</u></p> <p>(1) Record copy of each publication produced by the Division to include the Criminal Investigation Digest and supporting background file.</p> <p>(a) PERMANENT.</p> <p>(b) RETIRE to Federal Records Center when 10 years old.</p> <p>(c) Transfer to National Archives and Records Service when 30 years old.</p> <p>(2) Working papers concerning publication, including drafts, copies of manual supplements, requests for reprints of articles appearing in the Criminal Investigation Digest, requisitions for printing, and other background materials.</p> <p>(a) DESTROY when 3 years old, or when no longer needed for current business, whichever is sooner.</p>		
13.	<p><u>Historical Materials.</u> Reports, statistical data, newspaper clippings, summaries of criminal actions, folders on prominent criminals, files relevant to the history of the Criminal Investigation Division from its beginning in 1919.</p> <p>(1) PERMANENT.</p> <p><del>(2) RETIRE to Federal Records Center when 5 years old.</del></p>		

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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
<del>13.</del>	<del>(3) TRANSFER to National Archives and Records Service when 30 years old.</del>		WITHDRAWN
	NOTE: Items 14 through 20 are reserved for future additions to the "General Program Records" portion of this schedule.		
	<u>DIRECTOR'S OFFICE</u>		
21.	<u>Congressional Oversight Committee Responses.</u> Responses to inquiries prepared by branches for signature of the Director of the Criminal Investigation Division.  (1) PERMANENT.  (2) RETIRE to Federal Records Center when 5 years old.  (3) TRANSFER TO National Archives and Records Service when 30 years old.		
22.	<u>National Office Review Program Reports.</u> General narrative reports prepared by National Office on all aspects of the program such as an evaluation of accomplishments or criticisms of failures. These records are maintained in the Director's office and are used in management activities. All regions are covered within a 21 month cycle.  (1) DESTROY when 10 years old.  (2) RETIRE TO Federal Records Center when 5 years old.		
23.	<u>Recurring Reports.</u> Weekly, monthly, quarterly, and yearly narrative reports concerning the divisional programs and activities which are forwarded to the Assistant Commissioner for Compliance.  (1) Annual Reports  (a) Record copy. (Maintained in Office of Assistant Commissioner, Compliance)  1 PERMANENT.  2 RETIRE to Federal Records Center when 5 years old.		

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23.	<p>3 <del>TRANSFER TO National Archives and Records Service when 30 years old.</del></p> <p>(b) Supporting documentation.</p> <p>1 DESTROY when 5 years old.</p> <p>2 RETIRE to Federal Records Center when 2 years old.</p> <p>(2) Weekly Staff Report, Monthly Compliance Report, and Quarterly Briefing Report.</p> <p>(a) DESTROY when report is published or accepted.</p>		WITHDRAWN
24.	<p><u>Quarterly Narrative Regional Reports.</u> Reports prepared by each region to the Director as required by the Internal Revenue Manual. These reports relate to the activities of the regions in following the policies set by the National Office and give specific information on the projects and programs handled in the regions.</p> <p>(1) DESTROY when 5 years old.</p> <p>(2) RETIRE to Federal Records Center when 3 years old.</p>		
25.	<p><u>Internal Audit Files.</u> Reports and related workpapers and correspondence including reports on surveys, special studies, and investigations conducted jointly with other organizations.</p> <p>(1) Record copy.</p> <p>(a) DESTROY 3 years after completion or issuance of report.</p> <p>(2) All other copies</p> <p>(a) DESTROY when 3 years old, or when no longer needed for current business, whichever is sooner.</p>		
26.	<p><u>Assistant Regional Commissioner Meetings Files.</u> Correspondence, agenda, minutes and other background material on Assistant Regional Commissioner. Criminal Investigation meetings are usually held <del>several times a year.</del></p>		

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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
26.	<p>(1) <del>Correspondence, agenda, and minutes of meetings.</del></p> <p>(a) DESTROY when 10 years old.</p> <p>(b) RETIRE to Federal Records Center when 2 years old.</p> <p>(2) Background material, transportation information and the arrangements for such meetings.</p> <p>(a) DESTROY when 2 years old.</p> <p>NOTE: Items 27 through 30 are reserved for future additions to the "Director's Office Records" portion of this schedule.</p> <p><u>OPERATIONS BRANCH</u></p>		WITHDRAWN
31.	<p><u>Project Files of the Operations Branch of the Criminal Investigation Division.</u> National projects including the Narcotics Traffickers, Trust Fund, Tax Protestors, Return Preparers, Organized Crime, and Criminal Conduct programs, Operations Pirate, Haven, and Tradewinds, Project Ace and others focused on individuals and on groups of people such as dealers in obscenity and pornography and the sound recording industry. The files consist of lists of agents and suspects memoranda concerning liaison with other Federal enforcement agencies, correspondence between the National Office and field, reports on time and confidential expenditures, and statistical summaries.</p> <p>(1) PERMANENT.</p> <p>(2) RETIRE to Federal Records Center when 5 years old.</p> <p>(3) TRANSFER to National Archives and Records Service when 30 years old.</p>		
32.	<p><u>Reports of the Operations Branch of the Criminal Investigation Division.</u> Documents including both periodic and non-recurring reports in statistical or narrative form concerning internal audits, visitations, Strike Force operations, electronic surveillance, liaison with other Federal enforcement agencies, and the general situation reports for both the National Office and regions.</p>		



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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
32.	<p><del>(1) Final reports which are not later integrated into the Central Classified Files (Item 6).</del></p> <p><del>(a) PERMANENT.</del></p> <p><del>(b) RETIRE to Federal Records Center when 5 years old.</del></p> <p><del>(c) TRANSFER to National Archives and Records Service when 30 years old.</del></p> <p><del>(2) Copies used for reference and temporary documents whose data is later summarized in more general reports.</del></p> <p><del>(a) DESTROY when 3 years old.</del></p>		WITHDRAWN
33.	<p><u>Fugitive Case Files.</u> Documents including correspondence between the IRS and the Department of Justice recommending prosecution and furnishing information, copies of evidence, fingerprints, reports from the FBI and information for the preparation of wanted circulars.</p> <p>(1) DESTROY when 3 years old, or when case is closed, whichever is sooner.</p>		
34.	<p><u>Selection Committee Records.</u> Documents accumulated with the help of other enforcement branches of the IRS, selecting which targets will be chosen for investigation. Includes lists of possible targets and those which were chosen or those that required additional information before they would be selected.</p> <p>(1) DESTROY when 3 years old.</p>		
35.	<p><u>Immunity Requests.</u> Requests made by various Federal Government offices for grants of immunity for particular individuals. Information includes name of case, courts and concerned attorney in the Department of Justice, and clearance from the IRS that the grant would not interfere with any Criminal Investigation Division activities.</p> <p>(1) DESTROY after 10 years.</p> <p><del>(2) RETIRE to Federal Records Center after 5 years.</del></p>		

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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
46.	<p><del>NOTE: Items 36 through 45 are reserved for future additions to the Operations Branch Files portion of this schedule.</del></p> <p><u>PROGRAM BRANCH</u></p> <p><u>Files on Criminal Investigation Information Systems.</u> The systems concerned are the Intelligence Gathering Retrieval System (IGRS), its predecessor, the Tax Administration System (TAS), the Customs Automatic Data Processing Intelligence Network (CADPIN), the Treasury Tax Enforcement Communication Systems (TECS), Management Information System (MIS), and the Centralized System for Evaluation and Processing of Information (CSEPI).</p> <p>(1) Congressional correspondence, guidelines for using systems files documenting the initiation and impact of systems on the Criminal Investigation Division and records reflecting the relationship between information gathering systems and the Freedom of Information and Privacy Acts.</p> <p>(a) PERMANENT.</p> <p>(b) RETIRE to Federal Records Center after 10 years.</p> <p>(c) TRANSFER to National Archives and Records Service after 30 years.</p> <p>(2) Working files, manuals, computer printouts, and forms used to collect information for computer input.</p> <p>(a) DESTROY when 5 years old, or when updated, whichever is sooner.</p>		<p><del>WITHDRAWN</del></p>
47.	<p><u>Records of the Staff Legal Counsel.</u> Records relating to topics such as computers and tax auditing, court authorized electronic surveillance reform of the federal criminal code, search warrants, and to programs of the division such as the Organized Crime Drive Strike Forces, Narcotics, and Wagering.</p>		

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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
<del>47.</del>	<del>(1) PERMANENT.</del>  (2) RETIRE to Federal Records Center when 10 years old.  (3) TRANSFER to National Archives and Records Service when 30 years old.		"WITHDRAWN"
48.	<u>Project Assignment Records.</u> Loose leaf folders and cards giving the name of each staff member, copies of job descriptions, and copies of blue ribbon reports, criminal investigation function reports, reports on legislative proposals and National Office notes on the projects. Files provide the name of the project, dates begun and completed, staff member involved and summary information about the project.  (1) DESTROY when 5 years old.  (2) RETIRE to Federal Records Center when 3 years old.		
49.	<u>Unique Protest Cases.</u> Cases referred from the field asking for a review of the regional counsel's decision not to prosecute. The protested case file is either returned to the field when the regional counsel decision is upheld or it is sent forward to the Chief Counsel of IRS when the regional counsel decision is challenged. Those cases which established a precedent or are unique for another reason are copies and the copies are retained.  (1) PERMANENT.  (2) RETIRE to Federal Records Center when 5 years old.  (3) TRANSFER to National Archives and Records Service when 30 years old.		
50.	<u>Speeches File.</u> Copies of speeches prepared by the Management Information and Services Branch for the Director of the Criminal Investigation Division and the Assistant Commissioner for Compliance of the IRS.  (1) DESTROY when 10 years old.  (2) RETIRE to Federal Records Center when 5 years old.		

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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
51.	<p><del>Files on Agent Training Courses. Records relating to the Basic Income Tax Law Course (BITLC), Special Agent Basic Training School (SABS), Treasury Law Enforcement School which was later changed to Criminal Investigator School (CIS), and courses concerning undercover work.</del></p> <p>(1) General administrative files on procedures for training IRS agents as well as special training given foreign agents.</p> <p>(a) PERMANENT</p> <p>(b) RETIRE to Federal Records Center when 10 years old.</p> <p>(c) TRANSFER to National Archives and Records Service when 30 years old.</p> <p>(2) List of attendees and instructors, schedules of classes, and information on students consisting of local addresses, photographs, evaluations, grades, and separate folders on outstanding and problem students.</p> <p>(a) DESTROY when 3 years old.</p> <p>NOTE: Items 52 through 59 are reserved for future additions to the "Program Branch Records" portions of this schedule.</p> <p><u>MANAGEMENT INFORMATION AND SERVICES BRANCH</u></p>		<p>WITHDRAWN</p>
60.	<p><u>Investigative Equipment Property Records.</u> Records relating to the accountability of investigative equipment.</p> <p>(1) Purchase order files arranged chronologically by year thereunder by number. Central Files #97-50-1-4.</p> <p>(2) Surplus equipment files indicating disposition of used equipment which was no longer needed.</p> <p>(3) Monthly transaction reports indicating action concerning individual pieces of equipment.</p>		

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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
60.	<p><del>(4) Quarterly computer print-outs showing the disposition of all investigative equipment.</del></p> <p>(5) Property holdings files listing equipment held by individual offices.</p> <p>(a) DESTROY when 6 years old.</p>		WITHDRAWN
61.	<p><u>Current Case Listings.</u> Lists of current cases providing the following information: case and project number, source and type of case, trial results and penalties assessed.</p> <p>(1) DESTROY when 5 years old.</p>		
62.	<p><u>Electronic Surveillance Records.</u> Records relating to electronic surveillance conducted by special agents.</p> <p>(1) National Office case files and corresponding index card file. (Arranged alphabetically by name of individual under surveillance.)</p> <p>(a) DESTROY when 10 years old.</p> <p>(2) Special agent statements required in 1968 by the Senate Investigation into IRS electronic surveillance activities. Remarks relate to the individual agents surveillance role.</p> <p>(a) DISPOSAL NOT AUTHORIZED BY THIS SCHEDULE.</p> <p>(3) Manuals for the use of various pieces of surveillance equipment.</p> <p>(a) DESTROY when 3 years old or when equipment is replaced.</p>		