

Read NCD 30 May 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-58-80-10	
DATE RECEIVED	
June 5, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-7-80 Date	<i>Richard W. [Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Facilities Management Division

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

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 5/16/80	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>This request identifies for disposal residual records being maintained by key District Offices as a result of the Special Questionnaire Mailout Project - Employee Retirement Income Security Act. (RCS 203, EP/EO)</p> <ol style="list-style-type: none"> 1. Coded Data Base (Master and Individually coded printouts) 2. Questionnaires and letters retained with employer's responses. 3. Questionnaires and form letters returned by Postal Service as undeliverable. 4. Document Transmittals (Form 3210) transferring case files to and from the District Office. 5. Case Chronology Records documenting telephone inquiries. 6. Inter-office document transmittals (Form 3210). 7. Lists of case files and employers. <p>(a) DESTROY at end of Fiscal Year 1982.</p> <p>(b) RETIRE to Federal Records Center immediately.</p>		

*Copy to agency
NRF ARC/RCS 8-13-80*

7 Items