

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-58-86-11	
DATE RECEIVED	
June 12, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-25-80 Date	<i>[Signature]</i> Archivist of the United States

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

Ross Thomson or 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 11 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 6/5/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</i>	E. TITLE Manager, Records Management Program RM:FM:I
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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>This requests approval of retention periods for IRS records that vary from those specified in the General Records Schedule, and for those record items in the GRS that require the submittal of an SF-115.</p> <p align="center"><u>Changes to RCS 301</u></p> <p><u>Service Record Card (Standard Form 7 or its equivalent).</u></p> <p>(b) Cards for Service Center employees separated or transferred on or after January 1, 1948.</p> <p>(1) DESTROY 5 years after separation or transfer of employee.</p> <p>(c) Cards for employees, other than Service Centers, separated or transferred on or after January 1, 1948.</p> <p>(1) DESTROY 3 years after separation or transfer of employee.</p> <p align="right"><i>53 items</i></p>	GRS 1 Item 2	

*Closed out - 9/29/80 : K.T.
Copies sent to: Agency, NNH, NNF, & NNB*

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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
2.	<p><u>Interview Records</u></p> <p>Correspondence, reports and other records relating to interviews with employees.</p> <p>(a) Records for Service Center employees.</p> <p>(1) DESTROY 5 years after the transfer or separation of employee.</p> <p>(b) Records for employees, other than Service Centers.</p> <p>(1) DESTROY 6 months after the transfer or separation of the employee.</p>	GRS 1 Item 8	
3.	<p><u>Employee Awards Files</u></p> <p>(e) Departmental Level Awards Files. Records relating to awards made at the departmental level or higher (Secretary's Awards, Presidential, etc.)</p> <p>(1) DESTROY when 20 years old.</p> <p>(2) RETIRE to FRC when 10 years old.</p>	GRS 1 Item 12 (e)	
4.	<p><u>Notifications of Personnel Action</u></p> <p>(a) Chronological file copies, including fact sheets, maintained in personnel offices.</p> <p>(1) DESTROY when 2 years old. Destruction will occur after close of business on the last day of each month.</p>	GRS 1 Item 14	
5.	<p><u>Training Records.</u></p> <p>(a) Training Aids</p> <p>(1) One copy of each manual, syllabus, textbook, and other training aids developed by the agency.</p> <p>(1) DESTROY when obsolete or suspended.</p>	GRS 1 Item 30	

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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
6.	<p><u>Administrative Payroll Report Files</u></p> <p>(b) All paper records in (a) 1 and 2 above on microfiche.</p> <p>(1) DESTROY paper copies 90 days after the verification of film copy, in accordance with FPMR Amendment B-42 101-11, 506-1(a)(1).</p>	GRS 2 Item 17	
7.	<p><u>Budget Policy Files.</u> Correspondence or subject files in formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.</p> <p>(a) DESTROY 15 years after close of fiscal year involved.</p> <p>(b) RETIRE to FRC 3 years after the close of fiscal year involved.</p>	GRS 5 Item 1	
8.	<p><u>Budget Estimates and Justification Files</u></p> <p>(1) Copy of budget estimates prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p>(a) DESTROY 15 years after close of fiscal year involved.</p> <p>(b) RETIRE to FRC 3 years after close of fiscal year involved.</p>	GRS 5 Item 2	
9.	<p><u>Credential Files</u></p> <p>(1) IRS Employee Identification Card. (Forms 6054, 6055, and 6056); Civil Defense Card.</p> <p>(a) DESTROY upon final turn-in by person to whom issued.</p> <p>(2) Numerical Records of Identification Media.</p> <p>(a) DESTROY 3 years after last entry turn-in.</p>	GRS 11 Item 4	

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	<p>(3) Alphabetical Identification Media Requests.</p> <p>(a) DESTROY 3 years after being placed in dead file.</p> <p>(4) Prepared List of Personnel Authorized Access to Restricted/Secured Areas.</p> <p><i>LWC 6/12/80</i> (a) DESTROY ^{when} after 6 months <i>old</i>.</p> <p>(5) All other records and correspondence pertaining to identification media.</p> <p><i>LWC 6/12/80</i> (a) DESTROY ^{when} after 3 years <i>old</i>.</p>		
10.	<p><u>Standard Level User Charge (SLUC)</u></p> <p>Billing statements, all associated adjustment and/or chargeback forms (GSA Form 2970, GSA Form 2972, GSA Form 2972A, SF 238, IRS Form 5425), declining balance sheets and other documents used for maintaining the SLUC billing system.</p> <p>(a) National Office.</p> <p>(1) DESTROY 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.</p> <p>(b) Regional and District Offices.</p> <p>(1) DESTROY 1 year after close of fiscal year.</p>	<i>GRS 11/2</i>	
11.	<p><u>Space Management Information Retrieval System</u></p> <p>Documents used for budget preparation containing an inventory of all space IRS occupies and the personnel and costs associated with that space.</p> <p>(a) National Office.</p> <p>(1) DESTROY 2 years after close of fiscal year covered by budget.</p> <p>(b) Regional and District Offices.</p> <p>(1) DESTROY 1 year after close of fiscal year covered by budget.</p>	<i>GRS 11/2</i>	

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12. <i>RWC</i> 6/24/80	<u>Space Management Information Retrieval System (SMIRS)</u> <u>Input Forms</u> Form 5368 and 5368P used to input square footage and staffing at each location. (a) DESTROY 1 year after close of fiscal year.	GRS 11/2	
13. <i>RWC</i> 6/24/80	<u>Budget Submission and/or preparation records relating to</u> <u>Space Management</u> (a) Correspondence files. (1) DESTROY when 2 years old. (b) Three-year plan, Long-Range Plan, and Operating Financial Plan. (1) National Office. (1) DESTROY 2 ³ years after close of fiscal year covered by budget submission. (2) Regional and District Offices. (a) DESTROY 2 ³ years after the close of fiscal year covered by budget submission.	GRS 11/2	
14. <i>RWC</i> 6/24/80	<u>Annual Budget Estimate documents relating to Space</u> <u>Management</u> Work papers, cost statements, projections and internal use documents accumulated in the preparation of annual budget estimates. (a) DESTROY 2 years after the close of fiscal year.	GRS 11/2	
15. <i>RWC</i> 6/24/80	<u>Postal Records</u> Post Office forms and supporting papers exclusive of records held by the United States Postal Service. (a) Records relating to incoming or outgoing registered pouches, registered certified, insured, and special delivery mail including receipts and return receipts.	GRS 12 Item 5	

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	<p>(1) Other than tax related.</p> <p>(a) Express mail labels, Labels 11A and 11B, and Receipts, PS Form 5625, etc.</p> <p>(1) DESTROY when 1 year old.</p> <p>(b) Copies of Express Mail Service Agreements, PS Form 5637, etc.</p> <p>(1) DESTROY 1 year after cancellation of agreement.</p> <p>(2) Tax Related.</p> <p>(a) Registers and receipts of incoming and outgoing certified and registered mail except Statutory Notices.</p> <p>(1) DESTROY after 4 years.</p> <p>(b) Statutory Notices. Computerized certified mailing lists.</p> <p>(1) DESTROY 10 years after end of processing year.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
16.	<p><u>Publications Files</u></p> <p>(a) Copies of publications, if maintained in duplicating or distribution unit, including posters, charts, directives, regulations, booklets, speeches, forms, press releases, and similar material. (This does not cover copies and related program material retained in originating office.</p> <p>(1) DESTROY 5 years after obsolete.</p> <p>(2) RETIRE to FRC 1 year after obsolete.</p>	GRS 13 Item 1	
17.	<p><u>Information Files</u></p> <p>Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto.</p> <p>(a) Commissioner's Annual Report. (1864-)</p>	GRS 14 Item 1	

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	<p>(1) Record copy. <i>Arranged chronologically.</i> PERMANENT. Transfer to National Archives and Records Service after 30 years. <i>Destroy when all administrative purposes have been served.</i> Total Accumulation: 6 ft ; Annual Accumulation: 1/2 in.</p> <p>(2) Supporting documentation.</p> <p>(a) DESTROY after 2 years.</p> <p>(b) IR News Releases. (1952-)</p> <p>(1) Record copy. <i>Arranged chronologically.</i> (a) PERMANENT. Transfer to National Archives and Records Service after 30 years. Total Accumulation: 4 ft. ; Annual Accumulation: 4 in.</p> <p>(2) Supporting documentation.</p> <p>(a) DESTROY after 2 years.</p> <p>(c) Commissioner's Speeches (1935-)</p> <p>(1) Record copy. <i>Arranged chronologically.</i> (a) PERMANENT. Maintain speeches of incumbent and last previous Commissioner. Total Accumulation: 9 ft ; Annual Accumulation: 2 in.</p> <p>(b) Transfer to National Archives and Records Service the speeches of prior Commissioners, other than those described above, after expiration of incumbent's term.</p> <p>(d) IRS Newsletter.</p> <p>(1) Record copy. PERMANENT. Offer to NARS when 10 years old. DESTROY after 5 years.</p> <p>(2) Supporting documentation.</p> <p>(a) DESTROY after 1 year.</p>		<p>WITHDRAWN</p>

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18.	<p><u>Information Subject Files</u></p> <p>Subject files of formally designated information offices not covered elsewhere in this schedule.</p> <p>(a) Items with legal value.</p> <p>(1) DESTROY when 3 years old, or when no longer needed, whichever is earlier.</p> <p>(b) Items with research value.</p> <p>(1) DESTROY when 3 years old, or when no longer needed, whichever is earlier.</p> <p>(c) Ordinary Subject File.</p> <p>(1) DESTROY when 2 years old.</p>	GRS 14 Item 2	
19.	<p><u>Directive Case Files</u></p> <p>Copy of each internal directive issued by or for the head of an Agency or of any bureau or division thereof, together with supporting case file, if any. It includes such National Office issuances as Delegation Orders, IR Manual Policy Statements, basic text, IRM and ADP Handbooks, Manual and ADP Handbook Supplements; and such field directives as RC-, DIR-, SC-, and OIO-Delegation Orders, Memorandums and Circulars.</p> <p>(1) Historical record copy of each internal management document issued by and maintained in the National Office, as described in IRM 1230. (c. 1920 -)</p> <p><i>Arranged according to the IRM Numerical Filing Scheme.</i></p> <p>(a) PERMANENT.</p> <p><i>Total Accumulation: 144 ft; Annual Accumulation: 10 ft</i></p> <p>(b) Transfer to National Archives and Records Service 20 years after superseded, revoked or declared obsolete.</p> <p>(2) Record copy of each internal management document issued by regions, districts, service centers, or by the Office of International Operations.</p> <p>(a) RC-, DIR-, SC-, and OIO-Memorandums, Delegation Orders, etc. (except Circulars).</p> <p>(1) DESTROY 30 years after superseded, revoked or declared obsolete.</p>	GRS 16 Item 1	WITHDRAWN

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	<p>(c) All other RC-, DIR-, SC-, and OIO-Circulars.</p> <p>(1) DESTROY after 5 years.</p> <p>(3) Regional Office master reference set of internal management documents issued by the National Office (Note: ADP Handbook master reference set may be maintained in regional office or service center.)</p> <p>(a) Internal Management Documents.</p> <p>(1) DESTROY 5 years after superseded, revoked or declared obsolete.</p> <p>(b) Information Notices</p> <p>(1) DESTROY when no longer needed.</p> <p>(4) All other master reference file and convenience reference files of internal management documents (as described in IRM 1230).</p> <p>(a) DESTROY when superseded, revoked or declared obsolete, or when no longer needed for background or research.</p> <p>(5) Working papers and background materials.</p> <p>(a) DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>		
20.	<p><u>Publications, Pamphlets, reports, leaflets, file manuals, or other published or processed documents or the last manuscript report if not published, relating to management projects.</u></p> <p>(a) Copies of publications with the supporting papers which document the inception, scope and purpose of the project.</p> <p>(1) DESTROY 5 years after obsolete.</p> <p>(2) RETIRE to FRC 1 year after obsolete.</p>	GRS 16 Item 2	

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21.	<p><u>Forms Files (1913-)</u></p> <p>(a) One record copy of each public-use tax form with related instructions and documentation spanning inception, scope and purpose of the form.</p> <p>(1) Record copy</p> <p>(a) PERMANENT. <i>Total Accumulation: 450 ft ; Annual Accumulation: 12 ft.</i></p> <p>(b) TRANSFER to National Archives and Records Service 20 years after obsolete.</p>	←	<p><i>AWC 6/12/80</i></p> <p>GRS16 Item 4</p> <p>WITHDRAWN</p>
22.	<p><u>Management Improvement Reports</u></p> <p>Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.</p> <p>(a) DESTROY 15 years after close of the fiscal year involved.</p> <p>(b) RETIRE to FRC 3 years after close of the fiscal year involved.</p>	←	<p><i>AWC 6/12/80</i></p> <p>GRS 16 Item 5</p>
23.	<p><u>Committee and Conference Records</u></p> <p>(a) Records relating to the establishment, organization, membership and policy of interagency, advisory or international committees and conferences. Documents include agenda, minutes, final reports, and related records pertaining to accomplishments.</p> <p>(1) Commissioner's Advisory Group. (1959-)</p> <p>(a) PERMANENT. Offer to National Archives and Records Service when 30 years old. <i>Total Accumulation: 6 ft. ; Annual Accumulation: 2 in.</i></p> <p>(2) Other committees and conferences.</p> <p>(a) Disposal not authorized by this schedule.</p>	←	<p><i>AWC 6/12/80</i></p> <p>GRS 16 Item 12</p> <p>WITHDRAWN</p>

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24.	<p><u>Organizational Records (1954-)</u> <i>Arranged by record type and thereafter chronologically.</i> Official organization charts, narrative histories, and related records which document the organization and functions of the agency, unless otherwise covered by an authorized IRS Records Control Schedule.</p> <p>(a) Record copy.</p> <p>(1) PERMANENT: Offer to National Archives and Records Service when 30 years old.</p> <p><i>Total Accumulation: 10 ft; Annual Accumulation: 2 ft.</i></p> <p>(b) All other copies.</p> <p>(1) DESTROY when superseded or obsolete.</p>	GRS 16 Item 13	WITHDRAWN

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