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  

4 NAME OF PERSON WITH WHOM TO CONFER  
Roy Shiflett  

5 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 2 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.  

☒ ☒ Request for disposal after a specified period of time or request for permanent retention.  

C DATE  
(9-29-80)  

D. SIGNATURE OF AGENCY REPRESENTATIVE  
Ross H. Thomson  

E. TITLE  
Program Manager  
Records Management Program  

7 ITEM NO  

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

400. United States Savings-Type Securities (E Bonds and Savings Notes). Transferred from the Bureau of Public Debt to IRS for processing and destruction.  

(1) Paper "War Bonds" printed on currency type paper - to be processed as Category A.  

(a) DESTROY 60 days after data has been converted to magnetic tape, the tape verified and sent to IRS National Computer Center (NCC).  

(2) Series E Bonds and Savings Notes printed on card stock type paper. These will be sorted into three categories, processed and disposed of as follows;  

(a) Category A - includes all card bonds and notes (both pre and post - 1974 issues) of an individual related set of individuals where one or more of the bonds/notes has an issue date prior to January 1974, and the first letter of the last name of any of the parties on the face of the bonds/notes falls within the IRP Alpha Sample. Category A bonds which are later assigned to Category B or C during returns analysis should be destroyed according to the instructions for the category to which they  

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are transferred.
1 DESTROY 60 days after data has been converted to magnetic tape, the tape verified and sent to IRS National Computer Center (NCC).

(b) Category B - includes all card bonds and notes (both pre and post - 1974 issues) of an individual/related set of individuals where one or more of the bonds/notes has an issue date prior to January, 1974, and none of the first letters of the last names of any of the parties on the face of the bonds/notes fall within the IRP Alpha Sample. This category also includes the bonds and notes transferred from Category A during the returns analysis process.
1 DESTROY 60 days after data has been converted to magnetic tape, the tape verified and sent to IRS National Computer Center (NCC), or when it is determined that Category B will not be processed, whichever occurs first.

(c) Category C - includes all bonds and notes excluded from Categories A and B during sorting or returns analysis.
1 DESTROY immediately after quality review of sorting or returns analysis.