

Hand NCD 29 2/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	81 NCI-58-28-1
DATE RECEIVED	October 2, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	10-14-80 <i>R. M. de Vries</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

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 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.

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

C DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
(9-29-80)	<i>Ross H. Thomson</i>	Program Manager Records Management Program

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	The following will be added to IRS Records Control Schedule 206 - Service Centers as a new section titled: <u>"OTHER GOVERNMENT AGENCY RECORDS"</u>		
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	NCI 53 78 Item 1A	4

*Closed Out / Copies sent to Agency
& NNF: 11/17/80: K.T.G. 4 items*

Request for Records Disposition Authority - Continuation

JOB NO

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2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>are transferred.</p> <p>1 DESTROY 60 days after data has been converted to magnetic tape, the tape verified and sent to IRS National Computer Center (NCC).</p> <p>(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.</p> <p>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.</p> <p>(c) Category C - includes all bonds and notes excluded from Categories A and B during sorting or returns analysis.</p> <p>1 DESTROY immediately after quality review of sorting or returns analysis.</p>		