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)  
Department of the Treasury

2 MAJOR SUBDIVISION  
Internal Revenue Service

3 MINOR SUBDIVISION  
Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Marcella K. Weston  
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.

<table>
<thead>
<tr>
<th>C DATE</th>
<th>D SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-21-80</td>
<td>Ross T. Thomsen</td>
<td>Manager, Records Management Program</td>
</tr>
</tbody>
</table>

7. ITEM NO

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

| RCS-112: | General Correspondence Files. Correspondence (not covered elsewhere in this schedule) between the Data Center and the National Office or the Region, District and Service Center offices covering program activities involving policy, procedures, rulings, decisions, etc., not made a part of a specific project. |

(1) Destroy after 3 years.

Sub-Item (2) Provision to retire to FRC after 2 years is deleted.


(1) Documents reporting actual time.  
(a) Destroy entire documents 60 days after end of fiscal year for which documents pertain.