

Rec'd NCD 18 Nov 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-58-81-2	
DATE RECEIVED	
November 20, 1980	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>11-21-80</i> <small>Date</small>	 <small>Archivist of the United States</small>

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

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 <i>11-12-80</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Johnson</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
	The records covered by this Schedule are created by the Data Center as input documents for use in the performance of the mission of the Data Center.		
<u>RCS-112:</u> 2.	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.	NN-173-170 (Item 2)	
21.	Audit Technical Time Reporting System. (1) Documents reporting actual time. (a) Destroy entire documents 60 days after end of fiscal year for which documents pertain.	NCL-58-78-10 (Item 21)	

115-107 *Hand carried to FRS by JTB on 11/25. Closed Out: 11-25-80. K.T.J.*

2 ITEMS