

Red NCD 5 Feb 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-58-81-3</i>	
DATE RECEIVED <i>February 6, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>4-16-81</i> 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)

U.S. Department of the Treasury

2 MAJOR SUBDIVISION

Internal Revenue Service

3 MINOR SUBDIVISION

Facilities Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Raymond A. 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 4 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>3/18/81</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomason</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
	<u>General Records Schedule 18</u> <u>Security and Protective Services Records</u>		
1.	3. <u>Document Receipt Files</u> . Classified documents receipts, relating to the receipt and issue of classified documents. (1) DESTROY 3 years after, declassification, transfer, or destruction of classified material.	<i>GRS 18/ 3 (2 yrs)</i>	
2.	4. <u>Destruction Certificates</u> . Classified documents destruction certificates relating to the destruction of classified documents. (1) DESTROY 3 years after declassification, transfer, or destruction of the classified material.	<i>GRS 18/ 4 (2 yrs)</i>	
3.	27. <u>Emergency Planning Administrative Correspondence Files</u> Correspondence files relating to administration and operation of the emergency planning program, not covered by GRS 18, Item 1 or elsewhere in the schedule. (1) DESTROY when 3 years old.	<i>GRS 18/ 27 (2 yrs)</i>	<i>14 items</i>

*to agency, NNF, NNB, all FRC's (except GNCIP), 4/27/81
Closed Out: 4-27-81: K.T.D.*

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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
4. ✓	<p>28. <u>Emergency Planning Case Files.</u> Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background papers.</p> <p>a. Record copy of each Manual issuance maintained with the Services permanent set of master directives file.</p> <p>b. Case files</p> <p>DESTROY 3 years after issuance of new plan or Manual issuance.</p>	<p>GRS 18/ 28 sub ok NCL-58- 80-9, 4 H. 4</p>	
5.	<p>29. <u>Emergency Directives Reference Files.</u> Copies of directives and plans issued by the agency (other than those maintained in case files, described in item 28 above), as well as those issued by FEMA, other Federal agencies, State and local governments, and the private sector.</p> <p>DESTROY when obsolete or superseded.</p>	<p>GRS 18/ 29 ok</p>	
6.	<p>30. <u>Emergency Planning Reports.</u> Reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</p> <p>a. National Office report Arr. chron. 1"/yr.</p> <p>PERMANENT. Cutoff when related plan or directive becomes obsolete or superseded. Offer to NARS when 15 years old in 10 year blocks.</p> <p>b. Feeder reports and back up data.</p> <p>DESTROY 3 years after issuance of the related report.</p>	<p>GRS 18/ 30 ok NCL-58- 80-9, Item 5</p>	
7.	<p>31. <u>Emergency Operations Tests Files.</u> Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests by communications and facilities, and reports (excluding consolidated and comprehensive reports under item 30 above).</p>	<p>GRS 18/ 31 ok</p>	

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7.	31. DESTROY when 3 years old.		
8.	32. <u>Incident Report Files</u> . Incident report files relating to reports of bomb threats, demonstrations, civil disturbances, job actions, and national disasters. (1) DESTROY when 3 years old.	<i>New Item</i>	
9.	40. <u>Integrated Data Retrieval System (IDRS) Security Records</u> . (5) <u>Additional Passwords</u> . A supply of preprinted passwords which are not assigned to any employee. These envelopes are produced during the periodic password updating of the EPSF. Used to assign new passwords to employees when needed. (a) DESTROY after the superseding supply of additional password envelopes is received and the periodic password update of the EPSF is completed. (9) <u>IDRS Security Profiles Report</u> . A record of IDRS employee and unit security profiles. Employee profiles are compared to the Unit Command Code Profile (UCCP) and Maximum Profile Authorization File (MPAF). Sensitive and unauthorized Command Codes are highlighted. Used to monitor IDRS capabilities. Must be produced at least monthly. If the Audit Trail File is used as input when this report is generated, it will detail which Command Codes were used by an employee or unit and how many times each Command Code was used. (a) DESTROY 1 year after date of listing. (10) <u>Unit Terminal Profile Report</u> A record of all IDRS terminal ID's and their respective Time On the Air and Time Off the Air. This report must be produced at least quarterly. (a) DESTROY when new copy is received.	NC 1-58-80-9, <i>a, Item 6c</i> NCI-58-80-9, <i>Item 6i</i> NCI-58-80 9, <i>Item 6j</i>	

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10.	<p>41. <u>Compliance Review File.</u> Records consisting of compliance reviews, various security reviews, and supporting documentation to the Compliance Review Report.</p> <p>(1) Record copy</p> <p style="padding-left: 40px;">(a) DESTROY when 3 years old.</p> <p>(2) All other copies</p> <p style="padding-left: 40px;">(a) DESTROY when 3 years old, or when all administrative needs are fulfilled, whichever is earlier.</p>	New Item	