

Revised 18 Feb 81

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
Gary W. Hall

5. TEL EXT
376-0593

LEAVE BLANK	
JOB NO	NC1-58-81-4
DATE RECEIVED	February 18, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	8-6-81 Edward Weldon Acting Archivist of the United States

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 5 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 2-9-81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</i>	E TITLE Program 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
2	The records described below are created and/or accumulated in the Internal Revenue Service, Appeals Division, National Office. The Appeals Division develops and coordinates policies and programs relating to the hearings of taxpayers' appeals from determinations made by District Directors of Internal Revenue in income, estate, gift, excise (other than alcohol, tobacco, and firearms), and employment tax cases, and to the conduct of settlement negotiations in certain cases docketed in the Tax Court. The items reflect changes in established retention periods and records descriptions as well as describe records which have been created recently. (Records Control Schedule 103) Subject File - Correspondence relating to appeals policies, procedures, instructional material and other data bearing on organization, practices and achievements of Appeals work. Files relating to changes in Part VIII of the Internal Revenue Manual; to Service procedural matters; and to Appeals forms and form letters. (1) DESTROY after 5 years.	II-NNA-2218	
7	Copies of Appeals Transmittal Memorandum and Supporting		

Closed Out: 8-25-81: Kitzler
Copy to Agency

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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
7	(Cont) Statement, Form 5402 or equivalent and related papers showing action in each case disposition (the originals are made a part of the administrative file). (1) DESTROY 2 years after date of receipt.		
12	Appeals Office Report, Form 2289 or equivalent which are prepared for U.S., each region and each Appeals office (Report Symbol NO-CP:AP-6). (1) DESTROY 2 years after end of fiscal year.		
13	Post Review of Appeals Work Units (Regional) - Report Symbol NO-CP:AP-34. (1) DESTROY 3 years after end of fiscal year.		
14	Post Review of Appeals Work Units (Nationwide) - Report Symbol NO-CP:AP-35. (1) DESTROY 3 years after end of fiscal year. COMPUTER PRINTOUTS OF STATISTICAL AND ISSUE DATA (ARIRA)		
18	Tables 1, 1A, 7, 30.1, 30.2, 40, 44, 46, 57, 71, 78 and 81 for U.S., regions and branch offices, prepared monthly, quarterly and fiscal year to date monthly. (1) Semi-annual and annual fiscal year to date monthly tables. (a) DESTROY 20 years after end of fiscal year. (b) RETIRE to Federal Records Center after 10 years. (2) All other tables. (a) DESTROY 5 years after end of fiscal year. (b) RETIRE to Federal Records Center after 2 years.		

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19	<p>Table 2 prepared monthly, quarterly and fiscal year to date monthly; table 4 prepared quarterly and fiscal year to date quarterly; U.S. and regional tables.</p> <p>(1) DESTROY 2 years after end of fiscal year or earlier when no longer needed in current operations.</p>		
22	<p>Table 73, prepared quarterly.</p> <p>(1) Consolidated table containing data for U.S. regions and branch offices. Quarterly tables for quarters ending September 30, December 31, March 31, and June 30 (Table 73).</p> <p>(a) DESTROY 5 years after end of fiscal year.</p> <p>(2) All other tables.</p> <p>(a) DESTROY 5 years after end of fiscal year.</p> <p>(b) RETIRE to Federal Records Center after 2 years.</p>		
24	<p>Table 75, prepared monthly.</p> <p>(1) Consolidated table for months of June and December containing data for all branch offices.</p> <p>(a) DESTROY 5 years after end of fiscal year.</p> <p>(2) All other tables.</p> <p>(a) DESTROY 3 months after receipt.</p> <p>COMPUTER PRINTOUTS OF STATISTICAL AND ISSUE DATA (PROJECT LAND)</p>		
25	<p>Tables 10 through 11.2, 21 through 40, 71 and 81, Project LAND statistical and issue reports.</p> <p>(1) Semi-annual fiscal year to date tables.</p> <p>(a) DESTROY 20 years after end of fiscal year.</p> <p>(b) RETIRE to Federal Records Center after 10 years.</p>		

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	<p>(2) Other tables.</p> <p>(a) DESTROY 5 years after end of fiscal year.</p> <p>(b) RETIRE to Federal Records Center after 2 years.</p>		
26	<p>Tables 16 and 17 Project LAND statistical reports.</p> <p>(1) DESTROY 5 years after end of fiscal year.</p> <p>(2) RETIRE to Federal Records Center after 2 years.</p>		
27	<p>Tables 18.0, 18.1 and 18.2 Project LAND Master File Dump.</p> <p>(1) DESTROY each quarterly report upon receipt of new quarterly report.</p>		
28	<p>Tables 18.3 and 18.4 Project LAND Valid Disposal File.</p> <p>(1) DESTROY first, second and third quarter reports annually upon receipt of fourth quarter report.</p> <p>(2) DESTROY fourth quarter report 2 years after end of fiscal year.</p>		
29	<p>Table 18.5 Project LAND - Listing KTY statistics.</p> <p>(1) DESTROY at end of fiscal year or 3 months after month of receipt, whichever is later.</p>		
30	<p>Tables 73, 75, 75A, 83, 85 and 85A Project LAND reports.</p> <p>(1) DESTROY 5 years after end of fiscal year.</p> <p>(2) RETIRE to Federal Records Center after 2 years.</p>		
31	<p>Tables 74, 74A, 74W, 84, 84A, 84W Project LAND reports.</p> <p>(1) DESTROY 2 years after end of fiscal year.</p>		

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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
32	<p>Service Center Lists and Error Registers.</p> <p>(1) Tax Periods Without Work Unit Numbers (Status 81 List).</p> <p>(a) DESTROY at end of fiscal year or 3 months after month of receipt, whichever is later.</p> <p>(2) Accounts Unavailable - TC 424 Rejects Register.</p> <p>(a) DESTROY at end of fiscal year or 3 months after month of receipt, whichever is later.</p> <p>(3) AIMS Data Base Error Register.</p> <p>(a) DESTROY at end of fiscal year or 3 months after month of receipt, whichever is later.</p> <p>(4) AIMS Weekly Update.</p> <p>(a) DESTROY at end of fiscal year or 3 months after month of receipt, whichever is later.</p>		
33	<p>Data Center Error Register - AIMS/Appellate Input Data Error Register.</p> <p>(1) DESTROY at end of fiscal year or 3 months after month of receipt; whichever is later.</p>		