

**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)  
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 O'Brien

5 TEL EXT  
376-0593

LEAVE BLANK	
JOB NO <b>NCI-58-81-12</b>	
DATE RECEIVED <b>May 26, 1981</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>8-16-82</b> Date	<i>[Signature]</i> 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 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 <b>9/29/81</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</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
1.	<p>Records Control Schedule 301 - General Records Schedule 16, Administrative Management Records.</p> <p><u>Problem Resolution Program (PRP) Records. Correspondence and statistical records created primarily from contracts with taxpayers who have problems to be resolved.</u></p> <p>(1) Problem Resolution Record (Form 5543)</p> <p>(a) Destroy 1 year after the end of the year the case is closed.</p> <p>(2) Problem Resolution Statistical records (Form 6016 or similar format such as PROMIS Report 1C).</p> <p>(a) Destroy 2 years after the year the report is prepared.</p> <p>(3) Problem Resolution Time Report (Form 6172).</p> <p>(a) Destroy 2 years after the year the report is prepared.</p>		9 items

*Mass Data Change Worksheet not required  
Closed out: 8-25-82.cm  
Copied to NNF + Agency*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(4) Quarterly Narrative Reports.</p> <p>(a) National Office reports.</p> <p>1) Destroy 5 years after the end of the year the report is prepared.</p> <p>(b) Regional Office reports.</p> <p>1) Destroy 3 years after the end of the year the report is prepared.</p> <p>(c) District Office and Service Center reports.</p> <p>1) Destroy 2 years after the end of the year the report is prepared.</p> <p>(5) PRP System Change Requests.</p> <p>(a) Destroy 1 year after the end of the year during which the final action is taken.</p> <p>(6) PRP Trip Reports.</p> <p>(a) Destroy 2 years after the end of the year during which the report is prepared.</p> <p>(7) Problem Resolution Office Management System Reports (PROMIS).</p> <p>NOTE: Excluding Report 1C (see item (2A)) 8-3-82</p> <p>(a) Destroy when 1 week old or when no longer needed for reference not to exceed 1 year.</p>		