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 CONFERENCE  
Raymond O'Brien  
376-0593

5 TEL EXT

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 [ ] 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.  
[X] B Request for disposal after a specified period of time or request for permanent retention.

7 C DATE  
9/29/81

8 D SIGNATURE OF AGENCY REPRESENTATIVE  
Cas F. Thompson

9 E. TITLE  
Manager, Records Management Program

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

9. SAMPLE OR JOB NO

10. ACTION TAKEN

Records Control Schedule 301 - General Records Schedule 16, 
Administrative Management Records.

1. Problem Resolution Program (PRP) Records. Correspondence 
and statistical records created primarily from contracts 
with taxpayers who have problems to be resolved.

(1) Problem Resolution Record (Form 5543)  
(a) Destroy 1 year after the end of the year the case 
is closed.

(2) Problem Resolution Statistical records (Form 6016 or 
similar format such as PROMIS Report 1C).

(a) Destroy 2 years after the year the report is 
prepared.

(3) Problem Resolution Time Report (Form 6172).

(a) Destroy 2 years after the year the report is 
prepared.
(4) Quarterly Narrative Reports.
   (a) National Office reports.
       1) Destroy 5 years after the end of the year the report is prepared.
   (b) Regional Office reports.
       1) Destroy 3 years after the end of the year the report is prepared.
   (c) District Office and Service Center reports.
       1) Destroy 2 years after the end of the year the report is prepared.

(5) PRP System Change Requests.
   (a) Destroy 1 year after the end of the year during which the final action is taken.

(6) PRP Trip Reports.
   (a) Destroy 2 years after the end of the year during which the report is prepared.

(7) Problem Resolution Office Management System Reports (PROMIS).

   NOTE: Excluding Report 1C (see Item 2A) [Note:3-22]
   (a) Destroy when 1 week old or when no longer needed for reference not to exceed 1 year.