

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*NC1 9 Jun 81/84*

**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 Hall

**5. TEL EXT**  
376-0593

LEAVE BLANK	
JOB NO	NC1-58-81-13
DATE RECEIVED	June 9, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-25-81</i> 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 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.

<b>C DATE</b> 5/26/81	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Ross H. Thomson</i>	<b>E TITLE</b> Program Manager Records Management Program
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<b>7 ITEM NO</b>	<b>8. DESCRIPTION OF ITEM</b> (With Inclusive Dates or Retention Periods)	<b>9. SAMPLE OR JOB NO</b>	<b>10 ACTION TAKEN</b>
10	<p>The records described below (Records Control Schedule 209) are created and/or accumulated in the Internal Revenue Service, Office of Regional Counsel and each District Counsel Office. Included are: Tax Litigation, General Litigation, Criminal Tax, General Legal Services, and Disclosure records. The items reflect changes in established retention periods.</p> <p>Closed Regional Legal Files dealing with Tax Court and refund litigation matters.</p> <p>(1) Significant cases to be selected by a GS-15 or above in the Office of the Chief Counsel.</p> <p>(a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 30 years after file closed.</p> <p>(2) Other than significant cases.</p> <p>(a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 10 years after file closed.</p>	NC1 58 78 9	

*Mass data change sheet will be forwarded w/ printed change*

115-107

*Agency copy sent 12-18-81. Closed Out: 12-22-81: [Signature]*

## Request for Records Disposition Authority - Continuation

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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
12	Internal Control Records. Card files, including alphabetical index cards, developed to reflect issues, status, and record action taken, consists of Forms 6965-A, Tax Litigation Division Docket Cards or equivalent records. (Regional and district offices). Excludes records on significant cases which shall be <del>retained</del> destroyed 30 years after file closed. <i>JA 6-15-81</i> (1) DESTROY 10 years after case is closed.	NC1 58 78 9	
20	Closed Regional Legal Case Files produced in cases of bankruptcies, receiverships, and other insolvencies, collection suits and interventions, offers in compromise, and other General Litigation functions. (Regional and district offices).  (1) Significant cases to be selected by a GS-15 or above in the Office of the Chief Counsel.  (a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 25 years after file closed. (2) Other than significant cases.  (a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 10 years after file closed.	NC1 58 78 9	
21	Control Records. Form 1786 (or equivalent), General Litigation Cards - Control card record on all types of cases pending or closed by General Litigation function. (Regional and district offices). Excludes records on significant cases which shall be destroyed <del>20</del> 25 years after file closed. <i>JA 6-15-81</i> (1) DESTROY 10 years after case is closed.	NC1 58 78 9	
29	Closed Regional Legal Case Files produced in criminal tax legal work in connection with recommendations for criminal prosecutions arising under the Internal Revenue Laws (except Alcohol and Tobacco Tax cases).  (1) Significant cases to be selected by a GS-15 or above in the Office of the Chief Counsel.  (a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 20 years after file closed.	NC1 58 78 9	
Amended per	telephone conversation between Gary Hall and James Harwood of 6-15-81. <i>JA</i>		

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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) Other than significant cases.  (a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 10 years after file closed.		
31	Internal Control Record. Card files developed to reflect status and record action taken, Form 721, Waiver Card, and equivalent records. Excludes Form 1318-B, Docket and and Control Record - Criminal Cases, which shall be retained. Excludes records on significant cases which shall be destroyed 20 years after file closed. 10 (1) DESTROY 5 years after case is closed. <i>MA 6-15-81</i>	NC1 58 78 9	
39	Closed Regional Legal Case Files produced in cases handled by the General Legal Services function.  (1) Significant cases to be selected by a GS-15 or above in the Office of the Chief Counsel.  (a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 20 years after file closed.  (2) Other than significant cases.  (a) RETIRE to Federal Records Center 1 year after file closed. (b) DESTROY 5 years after file closed.	NC1 58 78 9	
40	Control Records. Form M-6201 Case Record (or equivalent)-- control card records on all types of cases pending or closed in the General Legal Services function. Excludes records on significant cases which shall be destroyed 20 years after file closed.  (1) DESTROY 5 years after case is closed.	NC1	
42	Copies of General Legal Services Briefs and Decisions. Excludes selected briefs which shall be retained.  (1) RETIRE to Federal Records Center 3 years after case is closed.  (2) DESTROY 10 years after case is closed.	NC1	

Amended per telephone conversation between Gary Hall and James Harwood of 6-15-81. *MA*

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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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
47	<p>Closed Regional Legal Case Files produced in cases involving disclosure matters arising under the Internal Revenue Code, the Freedom of Information Act, and the Privacy Act. (Regional and District Offices).</p> <p>(1) Significant cases to be selected by a GS-15 or above in the Office of the Chief Counsel.</p> <p>(a) RETIRE to Federal Records Center 1 year after file closed.</p> <p>(b) DESTROY 30 years after file closed.</p> <p>(2) Other than significant cases.</p> <p>(a) RETIRE to Federal Records Center 1 year after file closed.</p> <p>(b) DESTROY 5 years after file closed.</p>	NC1 58 78 9	
48	<p>Control Records. Card files developed to reflect issues, status and action taken with respect to pending or closed cases involving disclosure matters arising under the Internal Revenue Code, the Freedom of Information Act, or the Privacy Act. (Regional and District Offices). Excludes records on significant cases which shall be <del>retained</del> destroyed 30 years after file is closed.</p> <p>(1) DESTROY 5 years after case is closed.</p>	NC1 58 78 9	

Amended per telephone conversation between Gary Hall and James Harwood of 6-15-81.