

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6 Oct 8/81

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 Office of Assistant Regional Commissioner
(Collection) All Regions

4. NAME OF PERSON WITH WHOM TO CONFER:

Marcella K. Weston

5. TEL EXT

376-0593

LEAVE BLANK	
JOB NO	
NCL-58-82-1	
DATE RECEIVED October 7, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-27-81 Date	<i>J. M. Williams</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 3 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 9/30/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Johnson</i>	E. TITLE Manager, Records Management Program
--------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
-------------	---	----------------------	------------------

Introduction

The records covered by this schedule (Records Control Schedule 211) are created and accumulated in the office of the Assistant Regional Commissioner (Collection). The Assistant Regional Commissioner (Collection) plans, coordinates and evaluates the collection activities of the Service under the jurisdiction of the Regional Commissioner to assure that policies and procedures are properly executed, the collection work is processed in an orderly and timely manner, and that equal emphasis is placed and uniform effort directed toward the accomplishment of the current collection program objectives; develops regional programs, standards and other measures necessary to implement the program of the Service for the administrative disposition of offers in compromise by District Collection Divisions and the collection of delinquent accounts and the securing of delinquent returns; and assists districts and service centers in program development, implementation, evaluation and problem resolution, with special emphasis on assisting District Directors in streamlined districts.

Mass Data Change Sheet will be forwarded with Printed Change
Closed out 10-29-81: K.T.P.
Copy to Agency & NAR
13 items

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Administrative File. Memorandums, teletypes, letters, requisitions, etc. (not covered elsewhere in this Schedule) pertaining to the administrative, housekeeping, or facilitative operations of this office. (1) Destroy after 2 years.	NCl-58-76-12 (Item 1)	-12
2.	General Correspondence Files. Correspondence and related documents (not covered elsewhere in this Schedule) pertaining to: program and internal management activities of the regional office, service center and district offices, involving allocation of resources, organization, procedures, rulings and decisions of a general nature and not involving the tax liability of a specific taxpayer nor made a part of a specific tax case; returns processing; data processing; revenue accounting operations; and other related correspondence. (Excludes records documenting significant procedural matters, consolidations or reorganizations of major activities, or other records determined to have historical or precedence reference value, which shall be retained.) (1) Destroy after 3 years.	NCl-58-76-12 (Item 4)	-12
3.	Consolidation and Reorganization Reference Files. Record copies of correspondence and related documents pertaining to: consolidations or reorganization of Accounts, Collection and Taxpayer Service major activities; significant procedural matters; and other records determined to have precedence reference value. (1) Destroy after 30 years. (2) Retire to Federal Records Center after 5 years or when no longer needed in current operations, whichever is earlier.	NCl-58-76-12 (Item 6)	-12
4.	Taxpayer Case Files. Correspondence, forms and other papers involving taxpayer complaints and relating to the tax liability of a specific taxpayer. (1) Destroy 3 years after case is closed.	NCl-58-76-12 (Item 7)	-12
5.	Routine Correspondence. Correspondence, with the public, Congress and Government activities pertaining to inquiries, complaints or requests for general information on tax matters, which is not made a part of the taxpayer case file and which is not covered elsewhere in this Schedule. (1) Destroy after 2 years.	NCl-58-76-12 (Item 8)	-12
6.	Narrative and Statistical Reports. Reports covering workload, progress, program activity operations, and	NCl-58-76-12 (Item 9)	-12

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(Con't) 6.	<p>other data (not covered elsewhere in this Schedule) prepared in accordance with reporting requirements.</p> <p>(1) Record Copy. (a) Destroy 2 years after close of the reporting period.</p> <p>(2) All Other Copies. (a) Destroy when no longer needed in current operations but not later than 2 years.</p>		
7.	<p>Narrative Reports Prepared For Management Use By National Office, Regional Office, District Offices, Service Centers, and Regional Inspector.</p> <p>(1) Office Evaluation and Management Review Reports covering evaluation of program activities, progress of operations, as well as conformance to or variations from existing procedures and regulations. (a) Record Copy. 1 Destroy 3 years after completion or issuance of report. (b) All Other Copies. 1 Destroy after 3 years or when no longer needed in current operations, whichever is earlier.</p> <p>(2) Reports of studies, surveys, and special projects, including all related records for local implementation. (a) Record Copy. 1 Destroy 2 years after implementation or, if not implemented, 2 years after completion of report. (b) All Other Copies. 1 Destroy when no longer needed in current operations or after 2 years, whichever is earlier.</p>	NCl-58-76-12 (Item 10)	
8.	<p>Internal Control Files. Card files, tickler files, and other types of files developed to control work assignments and work flow, and to record action taken.</p> <p>(1) Destroy 1 year after the close of the year for which the record applies.</p>	NCl-58-76-12 (Item 15)	
9.	<p>Reference Files. Extra copies of internal management documents, correspondence and reports, reference copies of computer-produced reports, or other materials retained solely for convenience of reference.</p> <p>(1) Destroy when obsolete or superseded, or when no longer needed in current operations, whichever is earlier.</p>	NCl-58-76-12 (Item 16)	

RECORDS CONTROL SCHEDULE 201

(15) 59.2(1)

Item No.

Description of records and disposition authorization

(1) *Administrative File.* Memorandums, teletypes, letters, requisitions, etc. (not covered elsewhere in this Schedule) pertaining to the administrative, housekeeping, or facilitative operations of this office.

DAY

(1) ~~DISPOSE~~ after 2 years.

DESTROY

~~(2) *Delegations of Authority Files.* Record copies documenting the delegations of authority to an individual or office in accordance with prescribed regulations and not included in the Internal Management Document System. (These records are of a limited nature as opposed to delegation of authority records on a continuing basis which are a part of the Internal Management Document System.)~~

~~(1) DISPOSE 1 year after close of the year in which delegation of authority was terminated.~~

~~(3) *Minutes of Summaries of Conferences and Meetings.* Documentation of minutes or summaries of conferences and meetings, including information on decisions reached and actions taken, or to be taken.~~

~~(1) Record Copy.~~

~~(a) DISPOSE 2 years after the end of the year.~~

~~(2) All Other Copies.~~

~~(a) DISPOSE when no longer needed but no later than 1 year after the end of the year.~~

(4)

2. *General Correspondence Files.* Correspondence and related documents (not covered elsewhere in this Schedule) pertaining to: program and internal management activities of the regional office, service center and district offices, involving allocation of resources, organization, procedures, rulings and decisions of a general nature and not involving the tax liability of a specific taxpayer nor made a part of a specific tax case; returns processing; data processing; revenue accounting operations; and other related correspondence. (Excludes records documenting significant procedural matters, consolidations or reorganizations of major activities, or other records determined to have historical or precedence reference value, which shall be retained.)

DAY

(1) ~~DISPOSE~~ after 3 years.

DESTROY

~~(5) *Pilot ADP Activity Planning and Operation Files.* Record copies of statistics, charts, graphs, reports and correspondence with the National Office and service center of pilot ADP activities. These records are unique in that they provide an official documentation of the many facets of the establishment and enhancement of the IRS Data Processing System.~~

DAY

~~(1) DISPOSE after 30 years.~~

~~(2) RETIRE to Federal Records Center after 5 years or when no longer needed in current operations, whichever is earlier.~~

(6)

3. *Consolidation and Reorganization Reference Files.* Record copies of correspondence and related documents.

(DAY)

1(15)59-2(11)

Item No. Description of records and disposition authorization

ments pertaining to: consolidations or reorganization of Accounts, Collection and Taxpayer Service major activities; significant procedural matters; and other records determined to have precedence reference value.

- (1) ~~DISPOSE~~ after 30 years. DESTROY
- (2) ~~RETIRE~~ to Federal Records Center after 5 years or when no longer needed in current operations, whichever is earlier.

(7) 4. Taxpayer Case Files. Correspondence, forms and other papers involving taxpayer complaints and relating to the tax liability of a specific taxpayer.

- (1) ~~DISPOSE~~ 3 years after case is closed. DESTROY

(8) 5. Routine Correspondence. Correspondence with the public, Congress and government activities pertaining to inquiries, complaints or requests for general information on tax matters, which is not made a part of the taxpayer case file and which is not covered elsewhere in this Schedule.

- (1) ~~DISPOSE~~ after 2 years. DESTROY

(9) 6. Narrative and Statistical Reports. Reports covering workload, progress, program activity operations, and other data (not covered elsewhere in this Schedule) prepared in accordance with reporting requirements.

- (1) Record Copy.
 - (a) ~~DISPOSE~~ 2 years after close of the reporting period. DESTROY
- (2) All Other Copies.
 - (a) ~~DISPOSE~~ when no longer needed in current operations but not later than 2 years. DESTROY

(10) 7. Narrative Reports Prepared For Management Use By National Office, Regional Office, District Offices, Service Centers, and Regional Inspector.

- (1) Office Evaluation Management Review ~~and Internal Audit~~ Reports covering evaluation of program activities, progress of operations, as well as conformance to or variations from existing procedures and regulations. ~~including the regional office quality review of district office Taxpayer Service telephone, walk in and correspondence activities.~~ and DAU
 - (a) Record Copy.
 - 1 ~~DISPOSE~~ 3 years after close of the reporting year. DESTROY 3 years after completion or issuance of report.
 - 1 ~~DISPOSE~~ when no longer needed in current operations or after 2 years, whichever is earlier. DESTROY after 3 years or when no longer needed in current operations, whichever is earlier.
 - (2) Reports of studies, surveys, and special projects, including all related records for local implementation.
 - (a) Record Copy.
 - 1 ~~DISPOSE~~ 2 years after implementation or, DESTROY

RECORDS CONTROL SCHEDULE 201 211

Item No. Description of record and disposition authorization

if not implemented, 2 years after completion of report.

(b) All Other Copies.

1 ~~DISPOSE~~ when no longer needed in current operations or after 2 years, whichever is earlier.

DESTROY

8. Internal Control Files. Card files, tickler files, and other types of files developed to control work assignments and work flow, and to record action taken.

(15)

(1) ~~DISPOSE~~ 1 year after the close of the year for which the record applies.

DESTROY

DAG

9. Reference Files. Extra copies of internal management documents, correspondence and reports, reference copies of computer-produced reports, or other materials retained solely for convenience of reference.

(16)

(1) ~~DISPOSE~~ when obsolete or superseded, or when no longer needed in current operations, whichever is earlier.

DESTROY