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
   Roy Shiflett

5. TEL EXT
   376-0593

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:

   ☑ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE: 11-30-81
   E. TITLE: Program Manager
             Records Management Program

D. SIGNATURE OF AGENCY REPRESENTATIVE

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

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<th>ITEM NO.</th>
<th>9. SAMPLE OR JOB NO</th>
<th>10. ACTION TAKEN</th>
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The records covered by this request (Records Control Schedule 204) covers records of the Collection Division in all IRS District Offices and subordinate field offices pertaining to the receipt and transmittal of tax returns and documents received in the district office; the deposit of tax remittances received; the collection of delinquent accounts and securing of delinquent returns; and the conduct of a year-around taxpayer service program.

RCS-204

Lien, Discharge and Revolving Fund Redemptions Work Papers Pertaining to Discharge of Lien or redemption under the lien.
Request permission to destroy 5 cubic feet of these 1979 records due to water damage. These records are now scheduled for destruction in February 1982, Seattle District.

Special Procedures Staff Case Files.
Request permission to destroy 25 cubic feet of these 1979 Closed Case Files due to water damage. These records are now scheduled for destruction in February 1982, Seattle District.