

44 3 Dec 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-58-82-2	
DATE RECEIVED	
December 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-23-81 Date	<i>[Signature]</i> Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Program 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
	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			
37	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.		
48	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.		

Mass Data Change Sheet will be forwarded w/ printed change.

*Closed Out: 1-6-82: T.P.1
Copy to Agency*

11-12-82 *2 items*