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 Treasury

2. MAJOR SUBDIVISION
   Internal Revenue Service

3. MINOR SUBDIVISION
   Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
   Raymond A. O'Brien

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.

7. ITEM NO.

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

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Electronic Equipment Fiscal Inventory Report submitted to Attorney General and fiscal, or quarterly report summarizing the results of interceptions to the Deputy Attorney General.</td>
</tr>
<tr>
<td>a.)</td>
<td>DESTROY when 10 years old.</td>
</tr>
<tr>
<td>2.</td>
<td>Annual Audit Plans and Visitation Reports including related papers and correspondence</td>
</tr>
<tr>
<td>a.)</td>
<td>DESTROY 3 years after end of fiscal year concerned.</td>
</tr>
<tr>
<td>3.</td>
<td>Project files dealing with the establishment of technical internal audit programs and Internal Revenue Manual instructions.</td>
</tr>
<tr>
<td>a.)</td>
<td>DESTROY 3 years after end of the fiscal year concerned.</td>
</tr>
</tbody>
</table>

C. DATE: 3-2-82
D. SIGNATURE OF AGENCY REPRESENTATIVE: [Signature]
E. TITLE: Manager, Records Management Program

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

[STANDARD FORM 115]
Rev. April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

[115-107 Mass Data Change Sheet will be forwarded with printed change. 4-20-82]
[Closed Out: 4-29-82]