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 1 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  
4-6-82

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>RCS-206</td>
<td>Document Register - Block and Selection. Used to establish NCL-58-80-6 and maintain control of documents (block listings) for returns and related documents.</td>
</tr>
<tr>
<td>118</td>
<td>Change (1)(b) Non-Master File, 2a Duplicate Copy, as follows:</td>
</tr>
<tr>
<td></td>
<td>From: Destroy 6 years after end of processing year.</td>
</tr>
<tr>
<td></td>
<td>To: Destroy 30 years after end of processing year.</td>
</tr>
</tbody>
</table>

9. SAMPLE OR JOB NO:  

10. ACTION TAKEN:  

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4