

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-58-82-11	
DATE RECEIVED 9-10-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-23-82 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
 Marcella Weston

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9/9/82	<i>[Signature]</i>	Program Manager Records and Reports Management Program

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
37 & 38	Pending revision of Records Control Schedule 104 for Employee Plans and Exempt Organizations (National Office), request immediate authority to dispose of EP/EO paper records immediately after microfilming and verification. Disposition will be as follows: (1) Retain microfilm/microfiche records in accordance with existing Records Control Schedule for paper records. TRANSFER TO ERG NOT AUTHORIZED per telephone conversation with M. Weston, IRS. (2) Destroy paper records immediately after microfilming and microfilm verification.	NCL-58-80-3	
Mass Data Change Sheet. Not Required			4 items

Closed out: 9-27-82:cm
 Copy to Agency