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  
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.

X A Request for immediate disposal.

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

C. DATE  
9/9/82

D. SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]

E. TITLE  
Program Manager

Records and Reports Management Program

7. ITEM NO  
37 & 38

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)  
Pending revision of Records Control Schedule 104 NCI-58-80-3 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 inaccordance with existing Records Control Schedule for paper records.

(2) Destroy paper records immediately after microfilming and microfilm verification.

9. SAMPLE OR JOB NO

10. ACTION TAKEN

Signed to ECS not authorized

Post telephone conversation with Ms. Weston, 1R5.

9-21-82

Closed out: 9-27-82

Copy to Agencies