

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-58-82-15	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 8-3-83	Archivist of the United States <i>[Signature]</i>

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Nancy R. Gloss

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 9/9/82	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
	Unscheduled records stored at the Washington National Records Center Office of Assistant Commissioner Returns and Information Processing Records.		
1.	Indexes to the IR Manual Boxes 1 and 2; ADP Handbook Transmittals and Supplements Boxes 3 - 5; Various administrative type files, such as overtime reports, document clearances, work schedule reports, requisitions, travel, performance awards, employee force reports (1963 thru 1969) Boxes 6 thru 8; ADP Handbook Transmittals 300-23 thru 339-40 Boxes 9 and 10. (10 cu. ft.) Accession No. 58-71A-1771.	17-28-38-3-5	
2.	Copies of IR Laws, Regulations, Cumulative Bulletins, Commissioner's Annual Report, IRS Circulars , Obsolete Manual Supplements and Transmittals, Mimeographs , and other Administrative-type documents. (1864-1962) (40 cu. ft.) Accession No. 58-69A-0451. <i>Circulars, Boxes 22-24 and Mimeographs Boxes 30-37, are excluded and offered to NN by IRS. Reconversion w/ N. Gloss. Mess Data Check Sheet not required</i>	17-38-05-6-5	<i>13</i> <i>Misword 7/12/83</i> <i>2 times</i>

¹¹⁵⁻¹⁰⁷ Agency sent out 8-16-83 by DMW.
NCW sent out 8-16-83 by DMW.