

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

11 7/28/83

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

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of the 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, Jr.

5. TEL. EXT.  
566-9711

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO.  | <b>NCI-58-83-11</b>                                      |
| DATE RECEIVED  | <b>7-29-83</b>   |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| <b>11-9-83</b><br>Date   | <i>Robert M. Haney</i><br>Archivist of the United States |

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 2 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<br><b>7-28-83</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>James L. O'Han</i> | E. TITLE<br>Manager, Records and Reports Management Section |
|---------------------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1.          | <p>The Internal Management Documents Branch is micro-filming the historical file of IRS Internal Management Documents. The microfilming complies with FPMR Part 101 Subpart 101-11.5. This request is for approval to destroy the paper documents subject to verification of the micro-film.</p> <p><u>Directive Case Files.</u> Copy of each internal directive issued by or for the Commissioner of IRS or for any division thereof, together with supporting case file, if any. It includes such National Office issuances as Delegation Orders, IR Manual Policy Statements, basic text, IRM and ADP Handbooks, Manual and ADP Handbook Supplements; and such field directives as RC -, DIR -, SC -, and FOD - Delegation Orders, Memorandum and Circulars.</p> <p>(1) Historical record copy of each internal management document issued by and maintained in the National Office, as described in IRM 1230, Internal Management Document System Handbook.</p> <p>(a) Master Microfilm Copy (silver halide),<br/>                     1) Permanent:<br/>                     a) Retire to Washington National Records Center immediately after inspection and verification.</p> |                      |                  |

115-107  
Copy of agency Mass Data Change Worksheet is not required.  
11/14/83 NCW sent 11-16-83 by DMW.

**Request for Records Disposition Authority - Continuation**

JOB NO.

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| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
|                | <p>b) Offer to the National Archives when 30 years old.</p> <p>(b) IRS Microfilm Copy.<br/>                     1) Maintain in Internal Management Documents Branch.<br/>                     2) Destroy when no longer needed.</p> <p>(c) Paper copies of Internal Management documents.<br/>                     1) Destroy after verification of microfilm.</p> |                            |                     |

This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41CFR 101-11.506.

*R. C. O'Brien Jr 10/19/83 added by JH 7/29/83*

Storage conditions of silver original microforms shall adhere to the standards of Sec. 101-11.507 and 101-11.508. Agencies are responsible for the inspection of agency microfilm records transferred to Federal Records Center per Sec. 101-11.507-2.e.

*R. C. O'Brien Jr 10/19/83 added by JH 8/2/83*