

**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.  
566-9711

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO  |  |
| <i>NCL-58-84-2</i>  |  |
| DATE RECEIVED   |  |
| <i>11-21-83</i>   |  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| <i>11-30-83</i><br>Date   | <i>[Signature]</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>11/14/83 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | E. TITLE<br>Section Chief,<br>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 |
|------------|--|----------------------|------------------|
|            | Request for disposal approval for new items in Records Control Schedule 203, for Employee Plans and Exempt Organizations - Regional and District Offices.  |                      |                  |
| 28.        | EP Correction Request (Form 5901).<br>Terminal input document used in conjunction with AIMS labels to correct items in error on specific EP accounts under AIMS.<br>(1) DESTROY 60 days after return from Centralized Services terminal input. |                      |                  |
| 29.        | Examination Return Charge-out (Form 5546).<br>Forms received after an account has been closed out of EP.<br>(1) DESTROY as they are no longer needed.  |                      |                  |
| 30.        | Multiple EP Master File Request (Form 5653).<br>Used to request up to 49 master file returns.<br>(1) DESTROY 60 days after receipt of corresponding examination assemblies.  |                      |                  |
|            |  | 5 items              |                  |

115-107 Mass data change sheet not required.  
Copies to agency and NNF on 12/1/83. *[Signature]*

**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 |
|----------------|---|---------------------------|---------------------|
| 31.            | EP Update (Form 5899). Terminal input document used in conjunction with AIMS labels to update certain items on an open account.<br>(1) DESTROY 30 days after terminal input.  |                           |                     |
| 32.            | EP Non-Examined Closings (Form 5881). Terminal input document used in conjunction with AIMS labels (EPMF and NMF accounts) for closing all returns with non-examined Disposal Codes.<br>(1) DESTROY 30 days after terminal input. |                           |                     |