Schedule Number: NC1-058-84-03

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA 0058 2016 0004 and GRS 6.6

Date Reported: 11/27/2019
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

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: 12/2/83

D. SIGNATURE OF AGENCY REPRESENTATIVE: [Signature]

E. TITLE: Section Chief, Records and Reports Management Section

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   These records are covered by Records Control Schedule 104, Employee Plans/Exempt Organizations - National Office. They pertain to the Office of Assistant Commissioner (EP/EO) and its organizational components.

   Disposition will be as follows:
   20, 21, 22, 23, 26, 54, 55, 56
   (1) Paper Records (Not Microfilmed)
       (a) Disposition in accordance with existing Records Control Schedule for paper records.
   (2) Microfiche/Microfilm Records
       (a) Disposition in accordance with existing Records Control Schedule for paper records.
   (3) Destroy paper records immediately after microfilming and microfilm verification.

9. SAMPLE OR JOB NO.
   NCI-58-80-3
   NCI-58-82-11

10. ACTION TAKEN

   16 items

LEAVE BLANK

JOB NO.
NCI-58-84-3

DATE RECEIVED
12-9-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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
12-13-83
Archivist of the United States

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
EP / EO Projects Records

Information Reports.

Includes regional and national summaries for AIMS, EACS, EPMF outputs. (1) Dealroy when of no further reference value, but no later than 6 years after close of file.

Resources Files.

Includes done and other related documents covered elsewhere in this containing to computer systems and other resources (not schedule) processing procedures, etc. (1) Destroy when longer needed in current operations, but no later than 5 years after close of file.

Tax Forms Projects.

Project files containing memora1 forms and instruction drafts, final forms and instructions (arranged in year blocks). (1) Destroy block after 10 years or when over 10 years or when no longer needed for reference purposes, whichever is earlier.

Miscellaneous Forms and Form Letters.

Memoranda, forms and form letter drafts, and other documents accumulated in program of reviewing and improving miscellaneous forms and form letters. (1) Regulated Memoranda, drafts of proposed regulations and Treasury documents, and related documents (arranged in year blocks). (1) Paper Records (Not Microfilmed)

(1) Microfilmed EP/EO and Actuarial regulation projects not determined to be of research value. (a) DESTROY block after 20 years.

(2) Microfilmed EP/EO and Actuarial regulation projects determined to be of research value. (a) DESTROY block after 10 years.

(3) Microfilmed EP/EO and Actuarial regulation projects not determined to be of research value. (a) DESTROY block after 20 years.

(4) Microfilmed EP/EO and Actuarial regulation projects determined to be of research value. (a) DESTROY immediately after microfilming and film verification.
Technical Coordination Reports. Technical Coordination Reports and related memorandums and other papers.

1. Numerical files. (arranged in 1-year blocks).
   - Destroy block after 3 years.

2. Files determined by EP or EO to have continuing reference value.
   - Destroy 20 years after effective date of termination of the code to which the files relate.

Internal Use Publications. Memoranda, drafts, and development work papers relating to internal use publications (arranged in 1-year blocks).

1. Record copies of EP/EO internal assurances.
   - Destroy block after 10 years.

2. Other copies.
   - Destroy block after 3 years.

Note: Items 28 through 35 are reserved for future additions (if necessary) to the EP/EO "Project Records" portion of this scheme.
D'escription and disposition
authorization

Task (if necessary) to the "Technical Records" portion of this schedule.

Issued Rulings and Procedures Records

54. Revenue Rulings. Revenue rulings together with work papers, correspondence and other documents relating to their development and issuance (arranged in 2-year blocks).
   (a) Destroy block after 30 years.
   (b) Retire block to Federal Records Center after 15 years.

55. Revenue Procedures. Revenue procedures together with work papers, correspondence and other documents relating to their development and issuance (arranged in 2-year blocks).
   (a) Destroy block after 30 years.
   (b) Retire block to Federal Records Center after 15 years.

56. Court Decisions Files. Correspondence dealing with the case or issue, and, where applicable, copies of Chief Counsel's Action on Decisions proposed for announcement of acquiescence or non-acquiescence. These files are maintained only for those court decisions or issues in which EP gives advice or information (arranged in 2-year blocks).
   (a) Destroy block after 20 years.
   (b) Retire block to Federal Records Center after 10 years.