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):
Department of the Treasury
Internal Revenue Service
Facilities Management Division

2. MAJOR SUBDIVISION:

3. MINOR SUBDIVISION:

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

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 ___ 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
12/8/83

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE
Section Manager
Records and Reports Management Section

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

The records described below are maintained in Internal Revenue Service Centers. This change affects IRS Records Control Schedule 206, Item 63.

1. Gift Tax Information Card. Master index of gift tax returns which show name, district, account number, etc.

   (1) Index cards for 1966 and following years.
   (a) Disposition not approved.

   (2) Inactive index cards for years 1916-1965.
   (e) Destroy

DESTROY AFTER RELATED CASE BECOMES INACTIVE. TRANSFER TO AN FRC IS NOT AUTHORIZED.

Pen and ink changes made to this schedule have been done with agency concurrence. 12/13/83

1 item

MASS DATA CHANGE SHEET ATTACHED

115-107. Copies to NNF and agency, 1/16/84.

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

All FRC's sent 1-20-84 by DmW.