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)
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

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 ___6___ 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
10/17/83

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE
Acting Manager, Records and Reports Management Section

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This request for disposal authority covers records created and maintained in the Physical, Document, and Computer Systems Security functions of the IRS. These items are contained in IRS Records Control Schedule 301, General Records Schedule 18 - Security and Protective Services Program Records.		
	MASS DATA CHANGE SHEET NOT REQUIRED	23 items	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	~~Top Secret Accounting and Control Files~~	GRS 18, Item 6	WITHDRAWN
	(a) Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.		
	(1) Destroy 3 years after documents shown on forms ~~are downgraded, transferred or destroyed.~~		
2.	Survey and Inspection Files. (Government-owned Facilities). Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	GRS 18, Item 10	
	(a) Destroy when 5 years old, or upon discontinuance of facility, whichever is sooner.		
3.	Survey and Inspection Files (privately-owned facilities). Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related papers.	GRS 18, Item 11	
	(a) Destroy when 5 years old or when security congnizance is terminated, whichever is sooner.		
4.	~~Investigative Files. Investigative files accumulating from~~ investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and, reports and related papers concerning occurrences of such minor nature that they are settled locally without referral to other organizational elements.	GRS 18, Item 12	WITHDRAWN
	~~(a) Destroy when 2 years old.~~		
5.	Guard Assignment Files. Files relating to guard assignments and strength.	GRS 18, Item 14	
	(a) Leader records.		
	(1) Destroy 3 years after end of contract.		

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	(b) ~~Requests, analyses, reports change notices, and other~~ papers relating to post assignments and strength requirements. ~~(1) Destroy when 2 years old.~~		WITHDRAWN
6.	Visitor Control Records. Registers on logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. (a) Destroy 1 year after final entry or 1 year after date of document, as appropriate.	GRS 18, Item 18	
7.	Facilities Checks Files. Files relating to periodic guard force facilities checks. (a) ~~Data sheets, door slip summaries, check sheets and~~ guard reports on security ~~violations.~~ ~~(1) Destroy when 1 year old.~~ (b) Reports of routine after-hours security checks. (1) Destroy when 3 years old.	GRS 18, Item 19	WITHDRAWN
8.	Guard Service Control Files. (a) Control center key or code records, emergency call cards and building record and employee identification cards. (1) Destroy 1 year after termination of guard contract. (b) Round reports, service reports on interruptions and tests, and punch clock dial sheets. (1) Destroy 1 year after termination of guard contract. (c) Automatic machine patrol charts and registers of patrol and alarm services. (1) Destroy 1 year after termination of guard contract.	GRS 18, Item 20	

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	(d) Arms distribution sheets, charge records, and receipts.
	
	    (1) Destroy 1 year after termination of guard contract.
	
	(e) Training records.
	
	    (1) Destroy 1 year after termination of guard contract or departure of individual guard.
		New Sub-
		Item	

9.	Logs and Registers. Guard logs and registers not covered elsewhere in this schedule.
	
	(a) Central guard office master logs.
	
	    (1) Destroy 2 years after termination of guard contract.
	
	(b) Individual guard post logs of occurrences entered in master logs.
	
	    (1) Destroy 1 year after termination of guard contract.
		GRS 18,
		Item 21	

10.	IDRS Audit Trail – History Record of Command Codes (Magnetic Tape) and Extracts. An audit trail produced daily by the IDRS Security System. Weekly and monthly cum files are produced. The daily and weekly audit trail files may be disposed of in accordance with existing procedures once the monthly cum file is produced and retained. It contains records of all command codes input to IDRS and includes pertinent reference information, e.g., TIN, MFT, Tax Period, date, time, terminal ID, and Employee Number.
	
	(a) Magnetic tapes in service centers
	
	    (1) Destroy 6 years after end of processing year.
	
	(b) Magnetic tapes in other offices.
	
	    (1) Destroy when no longer needed, or 1 year from date received, whichever is earlier.
	
	(c) IDRS Audit Trail Extracts.
	
	    (1) Destroy when no longer needed, or 1 year from date received, whichever is earlier.
		GRS 18,
		Item 40(1)
		NC1-58-
		80-1	

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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
11.	Master Record of Employee Numbers. A permanent record that associates the IDRS user employee's name and SSN with the employee number for the purpose of maintaining an audit trail. The record will include the date that the employee number was assigned and the date that assignment was terminated. (a) Destroy 6 years after latest termination. (b) Hold each page current until all assignments are terminated.	GRS 18, Item 40(3) NC1-58- 80-1	
12.	Employee Access Processing (EAP) Maintenance Reports – includes: Update Report – listing of additions and deletions to the new EAP SSN file; IDRS Non–Match Report – a listing of employee records which appeared on the EPSF but were not on new EAP SSN file; Invalid Card Report – a listing of input cards in the card update deck which contain invalid entries and causes the card update run to abort; Rejected Paroll Records Report – a listing of invalid records appearing on the new payroll data file that cannot be used to update the new EAP SSN file. (a) Destroy 1 year after date of listing.	GRS 18, Item 40(6) NC1-58- 80-1	
13.	Daily Security Report. A record of Security violations, terminal lockouts, and other security data. It is produced daily by the IDRS Security System and is used to monitor IDRS security. ~~(a) Service Centers.~~ ~~(1) Destroy 2 years after end of processing year.~~ (b) Other offices. (1) Destroy 1 year after date of listing.	GRS 18, Item 40(7) NC1-58- 80-1	WITHDRAWN
14.	Special Activity Report. A periodic report which shows any action taken by an IDRS user to the account of any IRS employee or his/her spouse. ~~(a) Service Centers.~~ ~~(1) Destroy 2 years after date of listing.~~ (b) Other offices. (1) Destroy 1 year after date of listing.	GRS 18, Item 40(8) NC1-58- 80-1	WITHDRAWN

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15.	Unit Terminal Profile Report. A record of all IDRS terminal ID's and their respective Time on the Air and Time Off the Air. This report must be produced at least quarterly.	GRS 18, Item 40(10) NC1-58-81-3	
	(a) Destroy when superseded or no longer needed whichever is sooner.		
16.	Security Violation by Terminal Report. A listing of the security violations by type that occurred on each IDRS terminal.	New Item	
	(a) Destroy when no longer needed or 1 year after date of listing, whichever is sooner.		
17.	Unit Command Code Profile Authorization. A record of the new minimum authorized command codes for any employee in a unit.	New Item	
	(a) Destroy 1 year after end of year that record is superseded or unit is discontinued.		
18.	Maximum Profile Authorization File Authorization. A record of the maximum authorized command codes for any employee in a unit.	New Item	
	(a) Destroy 1 year after end of year that record is superseded or unit is discontinued.		

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