Schedule Number: NC1-058-84-12

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Superseded by DAA 0058 2016 0004

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 CONFERENCE
   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 [ ] 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 4/11/84

D. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

E. TITLE
   Section Chief, Records and Reports Management

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

These records are covered by Records Control Schedule 203, Employee Plans/Exempt Organizations - Regional and District Offices. They pertain to the Office of the Assistant Regional Commissioner (Examination) in the regional office, the Employee Plans and Exempt Organizations Divisions in all key district offices and in subordinate field offices.

EP/EO PROGRAM RECORDS

16. Employee Plans Examination Reports and Files. Copies of employee plans examination reports, change and no change, along with related workpapers, ruling letters and technical advice on all cases involving examination of annual returns, as well as those reports relating to penalties and interest covered under Chapter 43 of the 1954 Internal Revenue Code.
   (1) Regular and Large Case Examinations - EP Specialist Report(s) File.
       (a) Paper records (not microfilmed)
           1 DESTROY after subsequent examination report is received.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item (With Inclusive Dates or Retention Periods)</th>
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| 16. cont'd. | (b) Microform  
  1. DESTROY hard copy immediately after microfilming and film verification.  
  2. DESTROY microform after subsequent examination report is received.  

(2) Fraud Case Examinations.  
(a) Paper records (not microfilmed)  
  1. DESTROY 2 years after final disposition of case.  
(b) Microform  
  1. DESTROY hard copy immediately after microfilming and film verification.  
  2. DESTROY microform 2 years after final disposition of case.