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 CONFERENCE
Raymond A. O'Brien, Jr.

5 NAME OF PERSON SIGNING CERTIFICATE
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 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
7-6-84

D SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

E. TITLE
Chief, 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 is a request for disposal authority for records series created and maintained by the Centralized Services Division. These series, if approved, will be added to Records Control Schedule 212 for Regional Commissioner, Assistant Regional Commissioner (Resources Management), and District Director,

1. Employee Time Report (Form 3081), Form used to record the daily accounting of time expended on performing various tasks in Centralized Services. The report covers a weekly period from Sunday through Saturday.

   a) Destroy 1 year from the week's ending date.


   a) Destroy 1 year after the week's ending date.

3. Centralized Services Error Notice (Form 6461). A 3-part form used to identify the defects found when a random sample of work was received.

   a) Part 1 (Original).

      1) Destroy after Form 6462, Centralized Services Error Summary has been prepared, or no longer than 3 months after issuance.

   b) Part 2 (Supervisor).

   7 Items

NO MASS DATA CHANGE REQUIRED

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FFMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Destroy in accordance with Labor Relations requirements; or when 1 year old if certain Labor Relations criteria have not been met.</td>
<td></td>
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<tr>
<td>c)</td>
<td>Part 3 (Employee).</td>
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<tr>
<td>1)</td>
<td>Destroy when no longer needed by employee.</td>
<td></td>
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<tr>
<td>4.</td>
<td>Centralized Services Error Summary (Form 6462). Form used to record and summarize the results of Quality Measurement reviews. The Error Summary form is the source document for the Quality Measurement Summary.</td>
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<tr>
<td>a)</td>
<td>Destroy when 2 years old.</td>
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<td>5.</td>
<td>Quality Measurement Summary (Form 6463). Report prepared at the end of each reporting period summarizing the work processed, size of sample reviewed, number of defective documents, and percent correct.</td>
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<tr>
<td>a)</td>
<td>Destroy when 3 years old.</td>
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