

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<i>NCI-58-8444</i>	
DATE RECEIVED	
<i>7-30-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Aug 27 84</i> <small>Date</small>	<i>John H. Nas</i> <small>Archivist of the United States</small>

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, Jr.

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>7-6-84</i>	<i>James H. O'Hara</i>	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
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.	New Item, (Sample attached)	
2.	Employee Time Report Back-up Sheet (Form 3081-A). A continuation sheet of the Time Recording Chart appearing on the reverse of the Employee Time Report. a) Destroy 1 year after the week's ending date.	New Item, (Sample attached)	
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) .	New Item, (Sample attached)	<i>7 items</i>

NO MASS DATA CHANGE REQUIRED

115-107
INF sent 9-14-84 by DMW.
All FRC's & Agency sent 9-14-84 by DMW.

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1) Destroy in accordance with Labor Relations requirements; or when 1 year old if certain Labor Relations criteria have not been met.</p> <p>c) Part 3 (Employee).</p> <p>1) Destroy when no longer needed by employee.</p> <p>4. 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.</p> <p>a) Destroy when 2 years old.</p> <p>5. 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.</p> <p>a) Destroy when 3 years old.</p>	<p>New Item (Sample attached)</p> <p>New Item (Sample attached)</p>	