

**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 Treasury

2 MAJOR SUBDIVISION  
Internal Revenue Service

3 MINOR SUBDIVISION  
Facilities Management Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Marcella K. Weston

5. TEL EXT  
566-9711

LEAVE BLANK	
JOB NO	
<i>NCI-58-84-17</i>	
DATE RECEIVED	
<i>9-27-84</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>10-1-84</i> Date	<i>[Signature]</i> Archivist of the United States

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 1 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 <i>9/24/84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE <i>[Signature]</i> Chief, Records and Reports Mgmt. Section
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO
12.	<p><u>New Sub-Item -</u></p> <p>(2) Investigative Case Files relating to Assault or Threat investigations. (a) DESTROY 10 years after final legal action. (b) Retire to Federal Records Center 5 years after final legal action.</p> <p>Old Sub-Item (2) renumbered Sub-Item (3).</p>	NCI-58-76-13
14.	<p><u>New Sub-Item added -</u></p> <p>(2) Miscellaneous Information Files relating to Threats and Protection. (a) DESTROY when 5 years old.</p>	NCI-58-76-13

**NO MASS DATA CHANGE SHEET REQUIRED.**

*Sent copy to agency & NEW 10/18/84 CWD*

*2 items*

**Exhibit 100-1**

**Records Control Schedule 105**

Item No	Description of records and disposition authorization
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**Administrative Records**

- 1 General subject file, including correspondence, reports, memorandums and related papers (not covered elsewhere in this schedule) of the Office of the Assistant Commissioner (Inspection) and the divisions under him pertaining to the internal administration and management of the Inspection Service (Excludes records covering program activities involving policy, procedures, rulings, etc., or records determined to be of historical value to the organization)
  - (1) Destroy after 6 years
2. Copies of Manual Transmittal and Supplements, Circular Letters, Orders or other instructional issuances which are retained solely for reference purposes
  - (1) Destroy when obsolete or superseded  
(Note Item Nos. 3 through 9 are reserved for future additions (if necessary) to the "administrative records" portion of this Schedule)

**Internal Security Records**

- 10 Correspondence of a routine nature relative to Internal Security Division matters, such as letters of transmittal and requests for information, which is not appropriate for inclusion in the files listed below
  - (1) Destroy after one year  
(NOTE Break file annually.)
- 11 Investigative case files (including record copies (originals) of reports, exhibits and correspondence in Character, Security and Background type cases) concerning occupants of critical-sensitive positions or assignments, or those used for granting security clearances for any other positions or assignments
  - (1) Destroy five years after employee is separated
  - (2) Retire to Federal Records Center when employee is separated.
- 12 (1) Investigative case files (including record copies (originals) of reports, exhibits and correspondence) in Character, Background (except Character, Security, and Background type reports concerning occupants of critical-sensitive positions or assignments, or those used for granting security clearances for any positions, see Item 11), Conduct, ~~Account~~, Bribery, Disclosure and Enrollee Charge cases.  
(Note: Record copies (originals) of Character and Background type cases were maintained in the Office of Assistant Commissioner (Inspection), National Office until March, 1976)

Item No	Description of records and disposition authorization
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- (a) Destroy 10 years after date of report, final legal action or final administrative action, whichever is appropriate
- (b) Retire to Federal Records Center two years after date of report, final legal action or final administrative action, whichever is appropriate.
- ~~12~~ File folders (containing copies of Form 2028-P, Summary Report of Investigation, and Form 2077, Security Determination Action) in favorable Character cases
  - (a) Destroy one year after date of report
- 13 Investigative case files (including record copies (originals) of reports, exhibits, and correspondence) in Special Inquiry.
  - (a) Destroy when ten years old
  - (b) Retire to Federal Records Center two years after date of final report.
14. Miscellaneous Information Files (includes correspondence regarding Bribery, Degradatory Practitioners, Employee Misconduct, Integrity, Threats and Protection), generally containing information that presents no factors for immediate investigative resolution
  - (a) Destroy when three years old.
15. Investigative case files (containing copies of reports, exhibits and correspondence) in Tort Claim and Enrollee Applicant cases
  - (a) Destroy one year after date of report
- 16 Index and Control cards related to investigative case files and Miscellaneous Information files covered in items 11, 12, 13, 14, and 15.
  - (1) Destroy after related case file has been destroyed
- 17 (1) Electronic equipment fiscal inventory report to Attorney General and fiscal or quarterly report summarizing the results of interceptions to Deputy Attorney General
  - (a) Destroy when ten years old.
  - (2) Forms 5510, Report of Authorized Consensual Electronic Monitoring, reporting results of such monitoring (used from December 22, 1975 until April 22, 1979).
    - (a) Destroy when six years old.
- 18 Administrative Summons Report file, containing copies of Form 5534, Administrative Summons District Summary used until April 1979, Form 5535, Administrative Summons Control Form, used from April 1979 to present, and Form 2039, Summons.
  - (1) Destroy when two years old  
(NOTE Items 19 through 25 are reserved for future additions (if necessary) to the "Internal Security Records" portion of this Schedule)

- (2) Investigative Case Files relating to Assault or Threat investigations.
  - (a) DESTROY 10 years after final legal action.
  - (b) Retire to Federal Record Center 5 years after final legal action.
- (3)
  - (1) and Integrity),
    - (2) Miscellaneous Information Files relating to Threats and Protection.
      - (a) DESTROY when 5 years old

**Exhibit 100-1 Cont.****Records Control Schedule 105**

<i>Item No.</i>	<i>Description of records and disposition authorization</i>	<i>Item No.</i>	<i>Description of records and disposition authorization</i>
<b>Internal Audit Records</b>			
26	Internal Audit Reports and related workpapers and correspondence, including taxpayer Confirmation Letter replies, reports on surveys, special studies and investigations conducted jointly with other organizations (1) Record Copy (a) <b>Destroy</b> 3 years after completion or issuance of report (b) <b>Retire</b> to Federal Records Center after one year and when no longer needed in current operations (2) All Other Copies (a) <b>Destroy</b> after 3 years or when no longer needed in current operations	29	Internal audits. Additions of new material and deletions of unessential items are made as the audit progresses (1) <b>Destroy</b> information that is no longer required "Current" internal audit workpapers which relate to internal audits of a particular office or function for a specific period and to surveys, special studies and investigations conducted jointly with other organizations (1) Record Copy (a) <b>Destroy</b> 3 years after completion or issuance of report. (b) <b>Retire</b> to Federal Records Center after one year and when no longer needed in current operations (2) All Other Copies (a) <b>Destroy</b> after 3 years or when no longer needed in current operations
27	Annual audit plans and visitation reports, including related papers and correspondence. (1) <b>Destroy</b> 3 years after end of fiscal year concerned	30	Project files dealing with the establishment of technical internal audit programs and Manual instructions (1) <b>Destroy</b> 3 years after end of the fiscal year concerned
28	"Permanent" type or carry forward audit workpaper files consisting of information that has continuing value audit after audit. Information has been accumulated in current and past audits and will be used in fu-		