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

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.

7 DATE
9-27-84

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

15. New Sub-Item -

(2) Miscellaneous Information Files relating to Threats and Protection.
   (a) DESTROY when 5 years old.

Old Sub-Items (2) and (3) renumbered Sub-Items (3) and (4) respectively.

NO MASS DATA CHANGE SHEET REQUIRED.

Sent to agency 10/1/84 OLD

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11-4
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records and Disposition Authorization</th>
</tr>
</thead>
</table>
| 13      | Investigative case files (including copies of reports, exhibits, and correspondence) in Special Inquiry Investigations  
(a) Destroy five years after date of final report |
| 14      | Investigative case files (including copies of reports, exhibits, and correspondence) in Tort Claim and Enrollee Applicant  
(1) Destroy one year after date of final report |
| 15      | Miscellaneous Information Files  
(a) Destroy after three years  
(b) Destroy after five years  
(c) Destroy after five years  
(d) Destroy after five years  
(e) Destroy after five years |
| 16      | Index and Control cards related to Investigative case files and Miscellaneous information files covered in items 11, 12, 13, and 14 above  
(1) Destroy after related case file has been destroyed |
| 17      | Electronic equipment Inventory records, Form 1930, Custody Receipt for Government Property, and Form 6500, Technical Equipment Log, showing withdrawal and return of equipment  
(a) Destroy when ten years old  
(NOTE Items 16 through 25 are reserved for future editions to the "Internal Security Records" portion of this Schedule) |

(2) Miscellaneous Information Files relating to Threats and Protection.  
(a) DESTROY when 5 years old.
### Exhibit 100–1 Cont.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records and Disposition Authorization</th>
</tr>
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<tbody>
<tr>
<td><strong>Internal Audit Records</strong></td>
<td></td>
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<tr>
<td>26</td>
<td>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</td>
</tr>
<tr>
<td>(1) Record Copy</td>
<td></td>
</tr>
<tr>
<td>(a) Destroy 3 years after completion or issuance of report</td>
<td></td>
</tr>
<tr>
<td>(b) Retire to Federal Records Center after one year and when no longer needed in current operations</td>
<td></td>
</tr>
<tr>
<td>(2) All Other Copies</td>
<td></td>
</tr>
<tr>
<td>(a) Destroy after 3 years or when no longer needed in current operations</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>&quot;Permanent&quot; 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 future audits. Additions of new material and deletions of unessential items are made as the audit progresses</td>
</tr>
<tr>
<td>(1) Destroy information that is no longer required</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>&quot;Current&quot; internal audit workpapers which relate solely to audits of a particular office or function for a specific period</td>
</tr>
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