

REQUEST FOR RECORDS' DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-58-84-18</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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

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
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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>Acting</i> Chief, Records & Reports Management Section
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
15.	<p>This request is for additions to Records Control Schedule 205 for Regional Inspectors.</p> <p><u>New Sub-Item -</u></p> <p>(2) Miscellaneous Information Files relating to Threats and Protection. (a) DESTROY when 5 years old.</p> <p>Old Sub-Items (2) and (3) renumbered Sub-Items (3) and (4) respectively.</p>	NCI-58-76-14	

NO MASS DATA CHANGE SHEET REQUIRED. 1 item

Sent to agency 10/17/84 eLD

Exhibit 100-1

Item No **Description of Records and Disposition Authorization**

Administrative Records

- 1 General subject file including correspondence, reports, memorandums, and related papers, not appropriate for inclusion elsewhere in this Schedule, pertaining to planning, analysis and appraisal, inspection and investigation, personnel evaluation, internal administration, budget, supplies, equipment, and personnel training
(1) **Destroy** after 5 years
- 2 Forms 1820, Weekly Report of Investigator (formerly, Daily Report of Inspector) showing expenditure of time by investigators
(1) **Destroy** after two years
(NOTE Items Nos 3 through 10 are reserved for future additions to the "Administrative Records" portion of this Schedule)

Internal Security Records

- 11 Investigative case files (including copies of reports, exhibits, and correspondence) in derogatory Character, Security, Background type, Conduct, Assault, Bribery, Disclosure and Enrollee Charge
(NOTE Includes investigative reports and related papers furnished the Internal Revenue Service by the Office of Personnel Management)
(1) **Destroy** five years after date of final report.
- 12 (1) Investigative case files (including record copies (originals) of reports, exhibits and correspondence) in favorable Character and Background type cases.
(a) **Destroy** eight years after retirement to Federal Records Center.
(b) **Retire** to Federal Records Center two years after date of final report
(2) National Agency Check and Inquiry (NACI) results furnished by Office of Personnel Management and related correspondence reviewed and evaluated as favorable
(a) **Destroy** 90 days after processing

Item No. **Description of Records and Disposition Authorization**

- 13 (1) Investigative case files (including copies of reports, copies of exhibits, and correspondence) in Special Inquiry investigations
(a) **Destroy** five years after date of final report.
- 14 Investigative case files (including copies of reports, copies of exhibits and correspondence) in Tort Claim and Enrollee Applicant
(1) **Destroy** one year after date of final report
- 15 (1) Miscellaneous Information Files (includes correspondence regarding Bribery, Derogatory Practitioners, Employee Misconduct, Integrity, ~~Threats and Protection~~, Referrals (with inspection interest), Thefts and Losses, and Other Information) generally containing information that presents no factors for immediate investigative resolution
(a) ~~Destroy~~ after three years
- (2) Miscellaneous Information Files regarding Confidential Informants
(a) Review annually (by October 1 of each year) and those records no longer active, relevant or necessary
- (3) Miscellaneous Information Files regarding Confidential Informants
- (4) Copies of Collateral Reports forwarded to other regions concerning investigations listed in Items 11, 12, 13, and 14 above
(a) **Destroy** 60 days after date report forwarded or when notified report has been received, whichever is sooner.
- 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 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 18 through 25 are reserved for future additions to the "Internal Security Records" portion of this Schedule)

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

(3)

(4)

Exhibit 100-1 Cont.

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<i>Item No</i>	<i>Description of Records and Disposition Authorization</i>	<i>Item No</i>	<i>Description of Records and Disposition Authorization</i>
Internal Audit Records			
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		mulated 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
	(1) Record Copy		(1) Destroy information that is no longer required
	(a) Destroy 3 years after completion or issuance of report	28	"Current internal audit workpapers which relate solely to audits of a particular office or function for a specific period"
	(b) Retire to Federal Records Center after one year and when no longer needed in current operations		(1) Record Copy
	(2) All Other Copies		(a) Destroy 3 years after completion or issuance of report
	(a) Destroy after 3 years or when no longer needed in current operations		(b) Retire to Federal Records Center after one year and when no longer needed in current operations
27	"Permanent" type or carry forward audit workpaper files consisting of information that has continuing value audit after audit. Information has been accu-		(2) All Other Copies
			(a) Destroy after 3 years or when no longer needed in current operations