

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCL-58-85-14	DATE RECEIVED 8-29-85
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Facilities Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Anthony B. Cincotta	5. TELEPHONE EXT. 535-4214	DATE 12-5-85	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>
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 (one) page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 8-26-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. ...</i>	D. TITLE Chief, Records and Reports Management
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	The records covered by this request (Records Control Schedule 204) are created and maintained by the Taxpayer Service Activity in all district offices and subordinate field offices for information gathered by employees under the Volunteer Income Tax Assistance Program. This request includes a change to the retention period for the General Assistance Program, Form 6177 which is maintained by the Taxpayer Service Activity.		
1.	<u>VITA Assistance Card - Form 6522.</u> This form is used by volunteers of the Tax Assistance Program (VITA) to record the type of assistance given to taxpayers. (a) Destroy 3 months after April 15th of each year.	NEW ITEM	
2.	<u>General Assistance Program Determination.</u> Form 6177 is used for purposes of the targeted jobs tax credit. (a) Destroy 15 years after the initial approval of the credit.	NCL-58-83-6, Item 20	