

RG58-15 ITEMS

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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DATE RECEIVED FEB 28 1973	JOB NO. NN-173-162
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 "with-drawn" in column 10.	
3-2-73 Date	<i>James B. Brady</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

- 1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department
- 2. MAJOR SUBDIVISION
Internal Revenue Service
- 3. MINOR SUBDIVISION
Regional Offices and Appellate Branch Offices
- 4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Virginia Cooper
- 5. TEL. EXT.
184 - 6711
- 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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2-27-73 *Richard E. Senko*
(Date) (Signature of Agency Representative)

Acting Chief,
Information Systems Branch
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Administrative Records</u>		
1.	Subject File - Correspondence, reports, and related data (not covered elsewhere in this schedule) pertaining to Appellate practices, procedures, authorizations, and program activities and not involving the tax liability of a specific taxpayer or made a part of a specific tax case (Note: Cut off file every 2 years). <u>Dispose</u> 6 years after date of cut off or when determined (on a regional basis) to be no longer needed in current operations, whichever is earlier.	II-NNA-3017	
2.	Issuance Files - Copies of internal management documents, which are issued by the National Office, the regional office, and the office of the District Director, and are retained solely for reference purposes. <u>Dispose</u> when obsolete or superseded.		
3.	Copies of Internal Audit Reports and related correspondence covering special studies and Internal Audits of regional operations (cut off is FY in which report was issued). <u>Dispose</u> 3 years after end of reporting year.		
	<u>Appellate Records</u>		
4.	Certain Appellate Monthly Reports - Forms reporting man-hours; forms reporting closing agreements processed. <u>Dispose</u> after 2 years.	II-NNA-3017	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	Appellate Case Index Cards (Branch Offices) - Control and Status Card records on all types of cases disposed of by Appellate Branch Offices. <u>Dispose</u> 6 years after the end of the fiscal year in which the case is closed or when determined (on a regional basis) to be no longer needed in current operations.		
6.	Daily Time Reports - Form 2565, Daily Time Analysis Report, or equivalent forms, used by Appellate Conferee to record time spent on assignments. <u>Dispose</u> when determined on local basis to be no longer needed in branch office operations.	II-NNA-3017	
7.	Appellate Conferee's Monthly Inventory and Production Reports - Appellate Conferee's Inventory and Production Summary, or equivalent forms, used to furnish summary information on the status and progress of the conferee's case inventory. <u>Dispose</u> 2 years after end of fiscal year in which report was prepared.	II-NNA-3017	
8.	Appellate Office Files (Branch Offices) - Office files containing copies of: the action memorandum (Form 2710, Appellate Division Action and Transmittal Memorandum) with supporting statement and audit statement; Director's transmittal to Appellate with protest; 90-day letter; stipulation; various agreement forms (or equivalents). <u>Dispose</u> 6 years after end of fiscal year in which case is closed or when determined (on a regional basis) to be no longer needed in current operations, whichever is earlier.	II-NNA-3017	
9.	Appellate Office Files (regional offices) - Copy of the action memorandums, Forms 2710, showing action in each case disposition, with supporting statements (if kept in regional offices). <u>Dispose</u> after 1 fiscal year, or earlier if no longer needed in current operations.	II-NNA-3017	
10.	Appellate Work Plan - Quarterly reports of Appellate workload and progress in disposition of pre-90-day, 90-day, docketed, excise, employment, and compromise cases. Regional Offices: <u>Dispose</u> 6 years after end of fiscal year. Branch Offices: <u>Dispose</u> 2 years after end of fiscal year.	II-NNA-3017	

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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
11.	<p>Closing agreement case files, including checklist and copy of action memorandum and supporting statement, and agreement forms. <u>Dispose</u> 6 years after end of fiscal year in which case is closed, or when determined (on a regional basis) to be no longer needed in current operations.</p>		
12.	<p>Post Review Activity Files - Post review worksheets, prepared on each work unit analyzed by Regional and Branch offices. <u>Dispose</u> after 2 years, or earlier when determined (on a regional basis) to be no longer needed in current operations.</p>		
13.	<p><u>Sensitive Case Reports</u> - Correspondence prepared by the National Office, regional and district officials relating to action (or proposed action) which would, if known outside the Service, result in inquiries or criticisms directed to the National Office, particularly by newsmen and Members of Congress. The sensitive or notorious nature of a case might stem from the issue involved, attendant circumstances, or prominent position of the taxpayer. <u>Dispose</u> 3 years after the final report has been submitted or received in the National Office.</p>		
14.	<p>Reports covering barred deficiencies where interests of Government have not been protected. <u>Dispose</u> after 3 years.</p>		
15.	<p>Appellate Computer Printouts produced by Appellate reporting systems. <u>Dispose</u> when determined (on a regional basis) to be no longer needed for current operations.</p>		