

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <i>RG-58</i>	
DATE RECEIVED	JOB NO.
17 JUL 1973	174-011
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Treasury
2. MAJOR SUBDIVISION
Internal Revenue Service
3. MINOR SUBDIVISION
Regional and District Intelligence Offices

4. NAME OF PERSON WITH WHOM TO CONFER
Virginia R. 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7/12/73
(Date)

Robert H. Griffith
(Signature of Agency Representative)

Acting Program Manager
Records Management Program A:FM:I
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The records described below are created and/or accumulated in the Intelligence Division field offices. The items reflect a reduction in their established retention period.</p> <p align="center"><u>ADMINISTRATIVE RECORDS</u></p> <p>General Correspondence Files - Correspondence (not covered elsewhere in this Schedule) with the National Office, regional offices, district offices, or subordinate field offices concerning program activities involving policy, procedures, decisions, etc., not made a part of a specific case.</p> <p align="center"><u>Proposed Disposal:</u></p> <p>(1) Regional Office (a) Dispose after 5 years.</p> <p>(2) District Office (a) Dispose after 3 years.</p> <p align="center"><u>Present Disposal:</u></p> <p>(1) Regional Office (a) Dispose after 10 years.</p> <p>(2) District Offices (a) Dispose after 5 years.</p>	II-NNA-3016	

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
2.	Case Analysis Reports - Reports submitted by supervisory officials for use by Intelligence Managers in workload Measurement and financial planning. <u>Proposed Disposal:</u> (1) Dispose after 3 years. <u>Present Disposal:</u> (1) Dispose after 5 years.	NN-168-88	