

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

RG 58

LEAVE BLANK		RG 58
DATE RECEIVED	17 JUL 1973	JOB NO 174-012
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.		
Date	8-28-73	<i>James E. O'Neil</i> Acting Archivist of the United States

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

- |   |                       |
|---|-----------------------|
| 1. FROM (AGENCY OR ESTABLISHMENT)<br>Treasury Department      | 5. TEL. EXT. 184-6711 |
| 2. MAJOR SUBDIVISION<br>Internal Revenue Service              |                       |
| 3. MINOR SUBDIVISION<br>National Office Protective Programs   |                       |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Mrs. Virginia Cooper |                       |
| 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 5 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)	<i>Ross H. Thomson</i> (Signature of Agency Representative)	Acting Program Manager Records Management Program (Title)
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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
	<p align="center"><u>Introduction</u> - Records Control Schedule 114</p> <p>The records covered by this schedule are created and accumulated in the Facilities Management Division, Protective Programs Branch, and the Protective Program of the National Office Facilities Branch. They include:</p> <ol style="list-style-type: none"> <li>General administrative records and correspondence;</li> <li>Tort claims, personal property claims and Motor Vehicle accident records; and</li> <li>Protective Programs Materials covering accident prevention, facilities security and protective services, personnel security clearance records and emergency planning records.</li> </ol>		
1.	<p><u>General Correspondence Files</u> - Correspondence and related documents (not covered elsewhere in this schedule) to or from the National Office, regional offices, district offices, service centers, area, zone or local offices covering program activities involving procedures, rulings and decisions of a general nature, not made part of a specific case.</p> <p align="center"><u>DISPOSE</u> 6 years after the end of the year.</p>		
2.	<p><u>Administrative Files</u> - Memoranda, teletypes, etc., pertaining to the administrative, housekeeping or other functions relating to the overall administration and operation of an individual office. Does not include correspondence relating to specific protective programs (such correspondence is covered by Item 13 in this schedule). Includes applications for employment.</p> <p align="center"><u>DISPOSE</u> 2 years after the end of the year.</p>	26 items	

**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
3.	<p><u>Routine Correspondence Files</u> - Correspondence (not covered elsewhere in this schedule) with the public, Congress and other Government activities pertaining to inquiries, complaints, etc.  <u>DISPOSE</u> 2 years after the end of the year or after file has served its purpose, whichever is earlier.</p>		
4.	<p><u>Reference Files</u> - Extra copies of correspondence and reports, reference copies of computer produced reports, directives and internal management documents (including issuance files), or other material retained solely for reference purposes in current operations.  <u>DISPOSE</u> when obsolete or superseded, or when no longer needed in current operations, whichever is earlier.</p>		
5.	<p><u>Management Project Files</u> - Files including copy of each pamphlet, report, leaflet, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) together with supporting papers documenting project inception, scope, procedure and accomplishments (but excluding working papers as described in item 6).  <u>DISPOSE</u> 5 years after issuance or implementation of report, whichever is applicable.</p>		
6.	<p><u>Project Working Papers</u> - Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers pertaining to management projects, exclusive of documents covered by Items 1, 2, 3, 4 and 5.  <u>DISPOSE</u> 6 months after final action on project report or 3 years after completion of report if no final action taken.</p>		
7.	<p><u>Internal Control Files</u> - Card files and other types of internal control records (not covered in this schedule) developed to control assignments and work flow; to record action taken, or to serve as receipts for records borrowed or loaned.  <u>DISPOSE</u> 2 years after end of year, or after case is closed, whichever is applicable.</p>		

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8.	<p><u>Records Disposition Files</u> - Includes descriptive inventories, disposal authorizations, schedules for retirement of records, records transmittal and receipt forms for retirement to Federal Records Centers, reports of disposition and related documents.</p> <p><u>DISPOSE</u> when no longer needed in current operations. (Record copy in National Office Facilities Branch).</p>		
9.	<p><u>Delegations of Authority Files</u> - Record copies documenting the delegation of authority to an individual or office in accordance with prescribed procedures.</p> <p><u>DISPOSE</u> 1 year after close of calendar year in which delegation of authority was terminated.</p>		
10.	<p><u>Minutes or Summaries of Conferences and Meetings</u> - Documentation of minutes or summaries of conferences and meetings, including information on decisions reached and action taken or to be taken.</p> <p><u>DISPOSE</u> 3 years after the end of the year.</p>		
11.	<p><u>Documentation of Membership in Professional Organizations</u> - Correspondence, reports, copies of speeches, minutes of meetings, publications, newsletters and other material related to membership and participation of Service officials and supervisory employees in professional societies and organizations (participation authorized by the Service).</p> <p><u>DISPOSE</u> 6 years or when no longer needed in current operations, whichever is earlier.</p>		
12.	<p><u>Training Program Files</u> - (Not made a part of personnel files and not covered elsewhere in this schedule) - Schedules, timetables, evaluations and plans of training courses; documents and reports pertaining to participation, instructions, attendance, progress and examinations; requests for material, services and information; data relating to training task forces; estimates of need for training; and related data.</p> <p><u>DISPOSE</u> 2 years after completion of course, except selected overall records of training which may be retained until no longer needed in current operations.</p>		

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13.	<p><u>Protective Programs Files</u> - Correspondence, reports and plans reflecting implementation of Service policies and procedures developed in the administration of the Accident Prevention, Emergency Planning and Security Programs. Includes Boards of Inquiry and evaluation surveys or inspections in these three program areas.</p>		
* b)	<p>DISPOSE after 6 years.</p>		
14.	<p><u>Facilities Security Surveys</u> - Reports of surveys and inspections of Government owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents and to safeguard information and facilities against sabotage and unauthorized entry.</p> <p>DISPOSE after 3 years or upon discontinuance of facility whichever is sooner.</p>		
15.	<p><u>Investigative Files</u> - Accumulating from investigations of files; explosions, bomb threats, demonstrations, accidents, etc., consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.</p> <p>DISPOSE after 2 years.</p>		
16.	<p><u>Files Relating to Lost or Stolen Property</u> - Reports, loss statements, receipts, and other papers relating to lost and found articles.</p> <p>DISPOSE after 3 years.</p>		
17.	<p><u>Identification Media and Related Records</u> - (1) Pocket commissions, identification cards and Civil Defense identification cards.</p> <p>DISPOSE when returned by person to whom issued.</p> <p>(2) Numerical records of pocket commissions, enforcement badges, identification cards and Civil Defense identification cards.</p> <p>DISPOSE 3 years after last entry turn in.</p>		
* a)	<p>Records relating to the development of the Emergency Planning Program. <u>Retain</u></p>		

\* change made per authorization of Mrs. Cooper 8/10/73 CSR

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18.	<p><u>Security Clearance Files</u></p> <p>(1) Correspondence files relating to administration and operation of the personnel security clearance program. <u>DISPOSE</u> after 2 years.</p> <p>(2) Personnel security clearance status files maintained in security unit to show the security clearance status of individuals in the form of lists or rosters. <u>DISPOSE</u> when superseded or obsolete.</p>		
19.	<p><u>Safety Program Files</u></p> <p>(1) Comparative safety and accident data, etc., pertaining to safety program progress. <u>DISPOSE</u> after seven years.</p> <p>(2) Correspondence and related documents (not covered elsewhere in this schedule). <u>DISPOSE</u> after 2 years.</p>		
20.	<p><u>Relocation Plans and Lists</u> - Records pertaining to emergency relocation plan, and emergency relocation cadre assignment. <u>DISPOSE</u> when superseded by new plans and lists or when declared obsolete.</p>		
21.	<p><u>Emergency Planning Files</u></p> <p>(1) Case files and other records relating to administration and operation of the emergency planning program such as program memorandums, correspondence, and instructions relating to test exercises, tests of emergency communications equipment, and copies of reports, <u>DISPOSE</u> after 2 years.</p>		
22.	<p><u>Accident Case Files and Related Records</u></p> <p>Case files containing personal injury, investigative and motor vehicle accident reports; exhibits, statements of fact and related correspondence.</p> <p>(1) Motor Vehicle Accident Reports (Tort Claims), Employee Personal Injury Records and other General Claims.</p> <p>(a) <u>DISPOSE</u> of 7 years after date of accident.</p>		
23.	<p><u>Miscellaneous Documents and Records</u></p> <p>Records pertaining to issuance and receipt of credit cards, parking permits, property and building passes, motor vehicle operator identifications, etc.</p> <p><u>DISPOSE</u> when obsoleted or when no longer needed in current operations, whichever is earlier.</p>		