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
National Office - Civilian Personnel Records

4. NAME OF PERSON WITH WHOM TO CONFER
Fannie M. Dunn

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.

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
This is a revision to GRS-1, Civilian Personnel Records of Records Control Schedule 301. This reflects a reduction in the established retention period for Item 17.f. covering correspondence and forms in operating personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.

1. Master reference file of Form 7995, Outside Employment or Business Request.

DISPOSE of inactive cases when reviewed or when no longer needed for background or research.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

11-8-73 Acting Program Manager
Records Management Program

(Date) (Signature of Agency Representative) (Title)