

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <i>10/15/73</i>	JOB NO. <b>CB-174-068</b>  RG 58
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>11-8-73</i> Date <i>Acting</i> <i>James E. O'Neill</i> 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             |                          |
| 2. MAJOR SUBDIVISION<br>Internal Revenue Service                     |                          |
| 3. MINOR SUBDIVISION<br>National Office - Civilian Personnel Records |                          |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Fannie M. Dunn              | 5. TEL. EXT.<br>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

10-1-73

*Ross A. Thomson*  
(Signature of Agency Representative)

Acting Program Manager  
Records Management Program

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	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.  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.		

*1 item*