

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-308-92-1

DATE RECEIVED

11-18-91

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

United States Tax Court

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Ruth M. Davis

376-2727

4/13/92

Claudia J. Meier

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

11-5-91

[Handwritten Signature]

Clerk of the Court

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

Request is made for the following changes to the U.S. Tax Court Records Schedule #NC 308-79-1, dated December 14, 1978:

Item 96A:

- (1) Docket Sheets-Effective May 1, 1986, the Tax Court discontinued the use of Docket Sheets on hard copy for new cases filed before the Court.

The remaining Docket Sheets of unclosed cases (prior to May 1, 1986), are arranged numerically by year. Total remaining, 20 linear inches.

Disposition - Destroy hard copy after cases have been closed, microfilmed and verified for completeness and accuracy.

- (2) Microfilm (Docket Sheets - closed cases)

One roll of accumulation per year.

Disposition - Permanent, microfilm every 12 months. Offer to NARA all microfilm of cases on hard copy which have been closed, filmed and verified for completeness and accuracy (1963-1990). Subsequent 5-year blocks will be offered until the remainder of cases on hard copy have been closed, filmed and verified for completeness and accuracy.

Copy sent to agency, NW, NNT, NNA, NIA 4/14/92

Item 96A continued:

- (3) Docket Entry Record - Effective May 1, 1986, docket information on all cases filed before the Court is entered into the Tax Court computer system and stored on magnetic tape.

Records arranged numerically by Calendar Year.

One roll of 6250 BPI Magnetic Tape accumulation per year.

at the end of five years. Disposition - Permanent. Offer to NARA in 5-year blocks. Subsequent 5-year blocks will include all cases from previous years which were closed after the previous transfer.

Item 96B:

- (1) Docket information Card. Index file of all cases docketed with the Court, arranged alphabetically by name (hard copy). This record is no longer created.

Disposition - Information has been transferred to a complete set of microfiche containing the data for the period from 1924 through April 30, 1986.

Disposition. Permanent, offer final copy of microfiche to NARA.

1 linear inch microfiche.

This certifies that (1) the records described on this form will be microfilmed in accordance with the standards set forth in FPMR 101-11.504; (2) the silver original microfiche will be stored in facilities meeting the standards set forth in FPMR 101-11.506; (3) the silver original microfiche will be inspected October 1991 and every two years thereafter in accordance with FPMR 101-11.506-8; and (4) the silver original microfiche plus one positive copy of each microfiche shall be offered to the Office of the National Archives, National Archives and Records Service, Washington, DC 20408, in accordance with the disposition provided in this schedule.