

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 12 MAY 1977	JOB NO. NC 1 308 77 1
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.	
<i>5-16-77 James E. O'Neil</i> Date <i>Acting</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)
UNITED STATES TAX COURT

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Deyane I Rudge

5. TEL. EXT.
376-2745

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.

5/6 '77 (Date) *[Signature]* (Signature of Agency Representative) Court Executive (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Changes as in the attached Pages two thru four of the Office of the Clerk of the Court's portion of the Tax Court Records Schedule.		<i>5 items</i>

Sent to agency, NCW - 5/27/77

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
96.	Records supporting case files of proceedings before the Court.		
A.	Docket Sheets & Docket Books. (1) Tried Tax cases, settled, dismissed, & Small Tax Cases.	By docket number & calendar year.	Transfer to the Record Center 5 yrs. after final decision has been rendered. Permanent Record.
B.	Docket Information Card-Index file of all cases docketed with the Court.	Alphabetically by name.	Permanent.
C.	Files on the calendaring of cases including calendar card & related assignment sheets.	Alphabetically by city, then by docket number.	Destroy 1 yr. after final order of dismissal or decision.
D.	Request for trial status report used for calendaring cases for trial throughout the country.	Alphabetically by city, then by docket number.	Destroy when case is decided or submitted to the Judge.
E.	Certified Mail listing documents served on parties. Reference Rule 7455, IRC 1954.	Chronologically by date & year.	Destroy when cases on listing have been closed for the year involved.
F.	Transcripts of proceedings at the call of the calendar on the first day of the start of the session of Court.	Chronologically by date & year.	Destroy 5 yrs. after session of Court.
G.	Master Calendar of cases to be tried during session of Court.	Chronologically by date & year.	Destroy 1 yr. after trial session.
H.	Motion Calendar & Transcripts held in Wash., D.C. & as held throughout the country.	Chronologically by date & year.	Destroy when 2 years old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
97.	Files of the admission of attorneys to practice before the Court.		
A.	Files of applications for admission to practice before the Court.	Alphabetically by name.	Destroy 45 yrs. after date of admission.
B.	Register of fees for admission to practice.	Chronologically by month & year.	Destroy when 2 years old.
C.	Order certifying admission to practice before the Court.	Chronologically by month & year.	Destroy when 20 yrs. old.
D.	Card or list of attorneys practicing before the Court. Contains attorney's name, address, birthdate, enrollment no., state where he is licensed to practice, and date admitted to practice before the Tax Court.		
	(1) Attorney's Card	Alphabetically by name.	Destroy upon verification that information on card has been transferred to computer listing.
	(2) Attorney's List	Alphabetically by name.	Destroy when up-dated listing has been verified.
	(3) Final Tape of Attorney's list.	Alphabetically by name	Retain at site. Destroy upon termination of program.
E.	Files on disbarments, resignations, & suspension from admission to practice.	Alphabetically by name.	Destroy 45 yrs. after date of admission.

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F.	Non-Attorney written test for admission to practice.	Alphabetically by name, then by year.	Destroy tests when 2 yrs. old; destroy test question & sample answers when 5 yrs. old; destroy list of applicants when 45 yrs. old.
98.	Records on appeals of cases tried by the Court.		
A.	Reference Cards-containing case information & actions taken in preparation of submission to Appellate Court.	Alphabetically by name.	Destroy 10 yrs. after final decision.
B.	Bond File-Records of Bonds issued to the Court to stay assessment of tax deficiency.	Alphabetically by surety company.	Destroy 6 yrs after final decision.
C.	File of requests for duplication of documents of appealed cases.	Alphabetically by caption of case.	Destroy 2 yrs after a decision has been rendered by Court of Appeals.
C	Certified Mail listing of records forwarded to the Appellate Courts and bonds, orders & other Court documents served to parties in appealed cases.	Chronologically by date & year.	Destroy when 10 years old.