

ACTIVE ITEMS. There are no active items on this schedule. This schedule cannot be used to disposition records.

INACTIVE ITEMS. These items may no longer be used to disposition records.

They are superseded or obsolete. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.

For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition

(T) Temporary - item with temporary disposition

[illegible]

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Treasury Department

2. MAJOR SUBDIVISION

Internal Revenue Service

3. MINOR SUBDIVISION

Information Systems Branch, Facilities Management Div.

4. NAME OF PERSON WITH WHOM TO CONFER

Roy Shiflett

5. TEL. EXT.

376-0593

LEAVE BLANK

JOB NO.

NC 1 58 77 3

DATE RECEIVED

MAR 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-10-77
Date

[Signature]
Archivist of the United States

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.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3/1/77	Ross Thomson <u>[Signature]</u>	Program Manager Records Management Program		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This is a request to reduce the period for retention of Internal Audit reports and workpapers from 10 years to 3 years. These documents will no longer be retired to Federal Records Centers prior to disposal, instead, they will be retained and disposed of within the Service. This action is being taken in view of: (1) the significant amount of confidential tax information contained in Internal Audit workpapers; (2) the limited use being made of closed reports and workpapers; (3) the limited future usefulness of these records because of Internal Audit emphasis on newly implemented or revised Service programs; and (4) recent Treasury Department directives aimed at reducing records holdings and associated maintenance costs. To ensure uniformity throughout the Revenue Service, the retention period for Internal Audit reports identified in other IRS Records Control Schedules will have to be changed. For this reason, we are listing all pertinent schedules as follows:			

Dist to all GAO, IRS, etc. and Agency 3/1/77 plw

2 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																																														
1.	Internal Audit Reports and related workpapers and correspondence, including reports on surveys, special studies, and investigations conducted jointly with other organizations. (1) Record Copy (a) DISPOSE 3 years after completion or issuance of report (2) All Other Copies (a) DISPOSE after 3 years or when no longer needed in current operations, <i>whichever is earlier.</i> The above items should be <u>changed</u> as follows: <i>Telephone conversation with R. Shiflett. 3/9/77 EFS</i> <table border="0"> <thead> <tr> <th colspan="2">IRS RECORDS</th><th></th><th></th></tr> <tr> <th>CONTROL SCHEDULE</th><th>ITEM NO.</th><th>NARS APPROVAL</th><th>ITEM NO.</th></tr> </thead> <tbody> <tr> <td>1(15)59-105</td><td>26 & 29</td><td>II-NNA-756</td><td>8 & 9</td></tr> <tr> <td>1(15)59-109</td><td>12</td><td>NN-165-168</td><td>12</td></tr> <tr> <td>1(15)59-112</td><td>4</td><td>NN-173-170</td><td>4</td></tr> <tr> <td>1(15)59-116</td><td>11</td><td>NN-165-168</td><td>12</td></tr> <tr> <td>1(15)59-202</td><td>8</td><td>NN-169-52</td><td>3</td></tr> <tr> <td>1(15)59-205</td><td>26 & 28</td><td>NN-162-36</td><td>5</td></tr> <tr> <td></td><td></td><td>II-NNA-756</td><td>27</td></tr> </tbody> </table> The above items should be <u>added</u> to the following: <table border="0"> <tbody> <tr> <td>1(15)59-102</td><td>NN-169-53</td></tr> <tr> <td>1(15)59-103</td><td>NN-168-57</td></tr> <tr> <td>1(15)59-107</td><td>INN-3339</td></tr> <tr> <td>1(15)59-110</td><td>NN-169-88</td></tr> <tr> <td>1(15)59-111</td><td>NN-172-48</td></tr> </tbody> </table>	IRS RECORDS				CONTROL SCHEDULE	ITEM NO.	NARS APPROVAL	ITEM NO.	1(15)59-105	26 & 29	II-NNA-756	8 & 9	1(15)59-109	12	NN-165-168	12	1(15)59-112	4	NN-173-170	4	1(15)59-116	11	NN-165-168	12	1(15)59-202	8	NN-169-52	3	1(15)59-205	26 & 28	NN-162-36	5			II-NNA-756	27	1(15)59-102	NN-169-53	1(15)59-103	NN-168-57	1(15)59-107	INN-3339	1(15)59-110	NN-169-88	1(15)59-111	NN-172-48		
IRS RECORDS																																																	
CONTROL SCHEDULE	ITEM NO.	NARS APPROVAL	ITEM NO.																																														
1(15)59-105	26 & 29	II-NNA-756	8 & 9																																														
1(15)59-109	12	NN-165-168	12																																														
1(15)59-112	4	NN-173-170	4																																														
1(15)59-116	11	NN-165-168	12																																														
1(15)59-202	8	NN-169-52	3																																														
1(15)59-205	26 & 28	NN-162-36	5																																														
		II-NNA-756	27																																														
1(15)59-102	NN-169-53																																																
1(15)59-103	NN-168-57																																																
1(15)59-107	INN-3339																																																
1(15)59-110	NN-169-88																																																
1(15)59-111	NN-172-48																																																