

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 They are superseded or obsolete.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.

- (P) Permanent - item with permanent disposition**
- (T) Temporary - item with temporary disposition**

ITEM	STATUS	WHY INACTIVE
1/1	Inactive (T)	superseded by NC1-058-83-06 / 36

REQUEST FOR RECORDS DISPOSAL 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, A:FM:I

4. NAME OF PERSON WITH WHOM TO CONFER

Roy Shiflett

5. TEL. EXT.

376-0593

LEAVE BLANK

JOB NO

NC 1 58 77 7

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-27-77 James B. Rhoads
Date 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 1 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 <u>4/15/77</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Ross Thomson</u> Ross Thomson	E. TITLE Program Manager Records Management Program
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	This request covers records of the Chief, Collection Division and the Taxpayer Service Branch in all district offices and subordinate Collection Division field offices pertaining to revenue collecting and accounting, including the receipt, processing, and the proper disposition of tax returns and related documents; and the receipt, deposit and proper accounting for tax payments. <u>Lien and Discharge Records</u>, (maintained by Special Procedures Staff). Copies of notices of tax lien filed with the appropriate recording official; certificates of discharge and reports thereon, certificates of release from tax liens and related data; and certificates of nonattachment. (1) DISPOSE 2 years after the account on which the lien arose has been satisfied or after the statutory period for collection has expired, whichever occurs first.	<u>II-NNA-2107</u> Item 16 & 18	

115-107

Sent to agency, all FRO's, NCW- 4/24/77

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4