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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1 FROM (Agency or establishment) DEPARTMENT OF THE TREASURY | |
| 2 MAJOR SUBDIVISION INTERNAL REVENUE SERVICE | |
| 3 MINOR SUBDIVISION ASSOCIATE CHIEF COUNSEL (EMPLOYEE BENEFITS & EX. ORG.) | |
| 4 NAME OF PERSON WITH WHOM TO CONFER | 5 TELEPHONE |
| ANTHONY B. CINCOTTA <i>ABC</i> | (202) 535-3936 |

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| LEAVE BLANK (NARA use only) | |
| JOB NUMBER <i>NI-58-93-4</i> | |
| DATE RECEIVED <i>6-7-93</i> | |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| DATE FOR ARCHIVIST OF THE UNITED STATES <i>6/9/94</i> | <i>James W. Moore</i> |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------|
| 6 AGENCY CERTIFICATION | | |
| I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>17</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, | | |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | |
| DATE <i>5/19/93</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE CHIEF, PROTECTIVE PROGRAMS AND RECORDS MANAGEMENT SECTION |

| 7 ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
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| | <p>RECORDS CONTROL SCHEDULE 110 FOR THE ASSOCIATE CHIEF COUNSEL (EMPLOYEE BENEFITS AND EXEMPT ORGANIZATIONS)</p> <p>The records covered by this Schedule are created and accumulated in the offices of the Associate Chief Counsel (Employee Benefits and Exempt Organizations), the Deputy Associate Chief Counsel (Domestic-Technical) and the Branches in those offices. For purposes of this schedule, the word "Organization" refers to those offices and branches. The organization issues and publishes rulings, advisory statements, and tax guide materials for the benefit of the tax-paying public and Internal Revenue Service personnel; assists the office of the Chief Counsel, Department of the Treasury and Committees of Congress on legislative regulatory matters, coordinates matters of mutual concern with other Government agencies; and performs a number of related functions.</p> <p>The records are divided into five major groups as follows: (a) Administrative; (b) Taxpayer Case Records; (c) Published Rulings and Procedures Records; (d) Project Records; and (e) Miscellaneous Records.</p> <p>The complete Records Control Schedule 110, which includes the descriptions of records and authorized dispositions, is attached.</p> | | |

Copies sent to Agency and NCF (H) 6/14/94 11/18/94

**RECORDS CONTROL SCHEDULE 110 FOR THE ASSOCIATE CHIEF COUNSEL
(EMPLOYEE BENEFITS AND EXEMPT ORGANIZATIONS)**

| DESCRIPTION OF RECORDS | AUTHORIZED DISPOSITION |
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1. Freedom of Information Act and Section 6110 IRC Files.

(Job No. NC1-58-79-1, Item 5)

The Section 6110 Index, search memorandums, incoming letters from individual requesters and development work papers relating to the implementation of the Freedom of Information Act and Section 6110, IRC within the Organization.

(1) The Section 6110 Index, which is the master copy of the written determinations made available in IRS public reading rooms.

(a) Paper copy.

DESTROY immediately after microfilming and film verification.

(b) Microfilm copy.

DESTROY microfilm ten years after Section 6110 is repealed.

(2) Memorandums and letters pertaining to processing requests for records and documents under the Freedom of Information Act and Section 6110.

(Arranged in 1-year blocks)

DESTROY block after five years.

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~~(3) Program files containing work papers and background material.~~

~~**DESTROY** after two years or when no longer needed in current operations, whichever is later.~~

~~GRS 14, item 15~~

**2. Internal Audit Reports.
(Job No. NC1-58-77-3, Item 1)**

Includes related workpapers and correspondence, including reports on surveys, special studies and investigations conducted jointly with other organizations.

(1) Record Copy.

DESTROY three years after completion or issuance of report.

(2) All other copies.

DESTROY after three years or when no longer needed in current operations, whichever is earlier.

RECORDS CONTROL SCHEDULE 110 FOR THE ASSOCIATE CHIEF COUNSEL
(EMPLOYEE BENEFITS AND EXEMPT ORGANIZATIONS)

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

3. General Issues (Routine).
(Job No. NC1-58-79-1, Item 20)

Correspondence and case development work papers pertaining to the issuance of a ruling or advice on routine or repetitive matters, including changes in accounting methods and the review of field determinations.

(1) Files relating to requests for rulings or advice.
(Arranged in 1-year blocks).

DESTROY block after four years.

4. 10-Year Continuing Adjustment Issues (Routine).
(Job No. NN-169-88, Item 12)

Correspondence and case development work papers pertaining to the issuance of a ruling or advice regarding change in accounting periods and methods or practices involving continuing adjustments, (e.g. the 10-year spread falling under Rev. Proc. 84-74, 1984-2 C.B. 736.)
(Arranged in 5-year blocks).

RETIRE block to the Washington National Records Center after three years.

DESTROY block after thirteen years.

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| <p>5. <u>Farmers Cooperatives (Historical)</u>. (Job No. NC1-58-79-1, Item 19)</p> <p>Post-1970 files, containing correspondence and case development work papers pertaining to the issuance of a ruling or advice concerning the exempt status of farmer's cooperatives under IRC 521. (Arranged in 5-year blocks).</p> | <p>RETIRE block to the Washington National Records Center after two years.</p> <p>DESTROY block after fifty years.</p> |
| <p>6. <u>Engineering and Valuation Issues (Routine)</u>. (Job No. NC1-58-79-1, Item 20)</p> <p>Correspondence and case development work papers pertaining to the issuance of a ruling, advice, direct assistance on current cases, or information concerning certain types of engineering matters.</p> <p>(1) Post-1958 files. (Arranged in 5-year blocks).</p> | <p>RETIRE block to the Washington National Records Center after two years.</p> <p>DESTROY block after ten years.</p> |

RECORDS CONTROL SCHEDULE 110 FOR THE ASSOCIATE CHIEF COUNSEL
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DESCRIPTION OF RECORDS

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7. Earnings and Profits
Determinations (Historical).
(Job No. NC1-58-79-1, Item 21)

Correspondence and case development work papers pertaining to the issuance of a ruling or advice concerning earnings and profits determinations. (Pre-1974 files arranged in 10-year blocks; post-1973 files arranged in 5-year blocks).

RETIRE block to the Washington National Records Center after two years.

DESTROY block after thirty years.

8. Technical Issues File
(Reference).
(Job No. NC1-58-79-1, Item 23)

Correspondence and case development work papers pertaining to the issuance of a ruling or advice on any tax matter (other than an exempt organization issue), including changes in accounting periods and methods, the review of field determinations, and documents on income tax rulings published prior to 1953.

(1) Post-1967 Cases.
(Arranged in ~~2~~₁₀-year blocks).

REVIEW files every ten years to reevaluate those that are obsolete and no longer needed for reference purposes.

DESTROY when ^{latest records are} ten years old.
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9. Technical and General Correspondence (Routine).
(Job No. NN-169-88, Item 20)

Correspondence with the public, Congress, and other government agencies, involving the furnishing of general or technical information which does not constitute a ruling. (Arranged in 1-year blocks).

DESTROY after four years.

10. Municipal Bond Issues (Historical).
(Job No. NC1-58-79-1, Item 26)

Correspondence and case development work papers pertaining to the issuance of a ruling or advice concerning municipal obligations under Section 103 of the Code for years after 1967. (1968 through 1976 files arranged in one block. Post 1976 files arranged in 5-year blocks).

RETIRE block to the Washington National Records Center after two years.

DESTROY block after thirty years.

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11. Revenue Rulings.
(Job No. NC1-58-79-1, Item 31)

Revenue rulings together with correspondence and other documents relating to their development and issuance. (Arranged in 2-year blocks by Revenue Ruling number).

REVIEW files every ten years, and reevaluate those that are obsolete and no longer needed in current operations.

RETIRE obsolete files to the Washington National Records Center every two years.

DESTROY when twenty years old or when no longer needed for reference purposes, whichever is later.

12. Revenue Procedures.
(Job No. NC1-58-79, Item 32)

Revenue procedures together with correspondence and other documents relating to their development and issuance. (Arranged in 2-year blocks by Revenue Procedure number).

REVIEW files every ten years, and reevaluate those that are obsolete and no longer needed in current operations.

RETIRE obsolete files to the Washington National Records Center every two years.

DESTROY when twenty years old or when no longer needed for reference purposes, whichever is later.

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| <p>13. <u>Internal Revenue Bulletin Announcements and Notices.</u> Job No. NN-169-88, Item 23)</p> <p>Includes memorandums and other documents relating to the development of Internal Revenue Bulletin Announcement and Notice, and issuances. (Arranged in 2-year blocks).</p> | <p>RETIRE block to the Washington National Records Center after two years.</p> <p>DESTROY block after ten years.</p> |
| <p>14. <u>Technical Study Projects.</u> Job No. NC1-58-79-1, Item 38)</p> <p>Memorandums, work papers, research notes, and other documents accumulated in carrying out Technical Study Projects.</p> | |
| <p>(1) Pre-July 1, 1965. Technical Project Files. (Arranged in one-year blocks and retired to the Washington National Records Center).</p> | <p>DESTROY block after twenty five years.</p> |
| <p>(2) Post June 30, 1965 files. (Arranged in 2-year blocks.)</p> | <p>RETIRE block to the Washington National Records Center after two years.</p> |
| | <p>DESTROY block after twenty five years.</p> |

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DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

**15. Legislative and
Regulations Projects.**

(Job No. NN-169-88, Items 28
and 29)

Case files produced by the
Organization in considering
and making reports on
legislation and regulations
relating to Internal Revenue
matters and in interpreting
the Internal Revenue Code and
decisions and rules
promulgated in the Code of
Federal Regulations.

(1) Pre-1988 files.
(Arranged in 1-year blocks).

RETIRE to the Washington
National Records Center one
year after closed.

DESTROY block twenty years
after closed.

(2) Post-1988 files.
(Arranged in 5-year blocks)

RETIRE to the Washington
National Records Center after
two years.

DESTROY block after twenty
years.

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DESCRIPTION OF RECORDS

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**16. Court Decision Files.
(Job No. NN-169-88, Item 41)**

Correspondence dealing with the case or issue, and where applicable, copies of Chief Counsel's Action on Decisions proposed for announcement of acquiescence or nonacquiescence. These files are maintained only for those court decisions or issues in litigation in respect of which the Organization gives advice or information announces an acquiescence or nonacquiescence, etc.

(1) Post-1967 decisions.
(Arranged in 10-year blocks.)

RETIRE block to the Washington National Records Center after two years.

DESTROY block after twenty years.