

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only) JOB NUMBER <i>NI-058-98-3</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>10-01-97</i>	
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Executive Officer for Service Center Operations			
4. NAME OF PERSON WITH WHOM TO CONFER Tony Cincotta	5. TELEPHONE 535-3936x3031	DATE <i>9-5-01</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 ___ 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, is not required; is attached; or has been requested.

DATE <i>8/20/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE IRS Records Officer
------------------------	--	-------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records Control Schedule for the Executive Officer for Service Center Operations</p> <p>The records covered by this schedule are created and/or accumulated by the Executive Officer for Service Center Operations organization.</p> <p>The Executive Officer for Service Center Operations is accountable for the oversight, coordination, and evaluation of Service Center Directors. Service As Financial Plan 2002 Manager, service center budgetary and workload requirements are developed through the Work Schedule Work Planning process. This office monitors the effectiveness of service center program and budget execution; oversees the Problem Resolution Program in the Service Centers; and serves as liaison between the Service Centers and the Information Systems organization in National Office.</p> <p>Concurrence: <i>[Signature]</i> Executive Officer for Service Center Operations</p> <p>Date: <i>for 8/12/97</i></p>	<p><i>JB</i> responsible for executive direction and leadership for the ten Service Centers for each center. <i>JB</i></p> <p>WITHDRAWN</p>	<p>WITHDRAWN</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This Request for Disposition Authority includes the following series of records:		
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 	<ol style="list-style-type: none"> 1. Administrative Files 2. Calendars and Schedules 3. Documentation of Membership in Professional Organizations 4. Legislation and Regulations Records 5. Management Survey and Project Records 6. Reading Files 7. Routine Correspondence 8. Subject Files 9. Summaries of National Office and Regional Commissioners' Conferences 10. Internal Audit Reports 11. GAO Reports 12. Interagency Agreements 13. Employee Suggestions 	<ol style="list-style-type: none"> 1. NN-169-10, Item 2 2. New item 3. NN-169-10 4. NN-172-48, Item 3 5. NN-169-10 6. New Item 7. NN-172-48, Item 7 8. New item 9. NN-169-10 10. N1-87-7, Item 26 11. New item 12. New item 13. GRS 1, Item 12(1) 	
	<p style="text-align: center;">***</p> <p style="text-align: center;">***</p>		

Item No.	Description of Record	Authorized Disposition
1.	<p>Administrative Files (Job No. NN-169-10, item 2)</p> <p>Correspondence, memoranda, facsimiles, and related documents, which pertain to the housekeeping or administration of the Office of the Executive Officer for Service Center Operations.</p>	<p>Destroy when two years old, or when no longer needed, whichever is sooner.</p>
2.	<p>Calendars and Schedules (NEW ITEM)</p> <p>These records, in electronic and paper formats, document the daily activities of the Executive Officer for Service Center Operations and staff.</p>	<p>Destroy/Delete when no longer needed for administrative, legal, audit or other operational purposes.</p>
3.	<p>Documentation of Membership in Professional Organizations (Job No. NN-169-10)</p> <p>Correspondence, reports, copies of speeches, minutes of meetings, publications, newsletters and other material that relate to membership and participation in professional societies and organizations.</p>	<p>Destroy six years after the close of the year, or when no longer needed in current operations, whichever is earlier.</p>
4.	<p>Legislation and Regulation Records (Job No. NN-172-48, Item 3)</p> <p>Records contain special studies, recommendations, reports and related data on the development of new or revised tax laws and regulations. They involve major policy decisions by the Executive Officer for Service Center Operations and members of the staff.</p> <p>(1) Record copies of material generated or accumulated in the Executive Officer for Service Center Operations.</p> <p>(2) All other copies.</p>	<p>Transfer to areas of primary functional responsibility when no longer needed for reference.</p> <p>Destroy when one year old, or when no longer needed for reference, whichever is sooner.</p>

[Records Control Schedule for the Executive Officer for Service Center Operations]

Item No.	Description of Record	Authorized Disposition
5	Management Survey and Project Records (Job No. NN-169-10)	
	Narrative reports with related documents that are completed at the request of management officials.	
	(1) Record copy.	Destroy five years after issuance or implementation of report, whichever is earlier.
	(2) Extra copies	Destroy two years after issuance or implementation of report, or when no longer needed in current operations, whichever is earlier.
6.	Reading Files (NEW ITEM)	
	Copies of memoranda, letters, notes, and documents that are addressed to or signed by the Executive Officer for Service Center Operations and staff members.	
	(1) Files that pertain to the Executive Officer for Service Center Operations organization, and management of its operations.	Destroy when two years old.
	(2) Files that contain grievance-related information.	Destroy five years after the case is closed.
	(3) Extra copies of correspondence maintained for reference purposes.	Destroy when no longer needed for administrative, audit, legal, or other operational purposes.
7.	Routine Correspondence (Job No. NN-172-48, Item 7)	
	Inquiry letters from the general public or other government agencies, the replies to which do not involve administrative decisions or substantive decisions of tax liability.	Destroy inquiries when replies are made or information is furnished.

Item No.	Description of Record	Authorized Disposition
8.	<p>Subject Files (NEW ITEM)</p> <p>These files relate to specific issues that require the attention of the Executive Officer for Service Center Operations. Records include: correspondence with other Federal agencies; vendors; private companies; organizations; institutions; internal memoranda; staff and contractor studies; reports and related records. (Cutoff files annually.)</p>	<p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p>
9.	<p>Summaries of National Office and Regional Commissioners' Conferences (Job No. NN-169-10)</p> <p>Documentation of meetings held in the National Office, attended by the Regional Commissioners. These records also include information on decisions reached and action items.</p>	<p>Destroy six years after the end of the year.</p>
	<p>(1) Record copies.</p>	<p>Destroy one year after the end of the year.</p>
	<p>(2) Extra copies.</p>	
10.	<p>Internal Audit Reports (Job No. N1-87-7, Item 26)</p> <p>Narrative reports prepared by Internal Audit and related correspondence.</p>	<p>Destroy after five years or when no longer needed in current operations, whichever is sooner.</p>
11.	<p>GAO Reports (NEW ITEM)</p> <p>Copies of reports dealing with Service Center issues, correspondence generated in response to the report, and related background information.</p>	<p>Destroy when five years old or when no longer needed in current operations, whichever is sooner.</p>

Item No.	Description of Record	Authorized Disposition
12.	<p>Interagency Agreements (NEW ITEM)</p> <p>Records include correspondence, coordinations, approvals, and supporting documentation of agreements between the IRS and other Federal agencies. They also include agency certification letters and agreements covering reimbursable services.</p>	<p>Retire to the Washington National Records Center when five years old. Destroy when 25 years old.</p>
13	<p>Employee Suggestions (General Records Schedule, Item 12(1))</p> <p>Case files including original copy of the employee suggestion form, correspondence, evaluations, etc.</p> <p>(1) Employee suggestions recommending changes to non-tax or administrative issues.</p> <p>(2) Employee suggestions recommending changes to tax processing, forms, and tax law.</p>	<p>Destroy two years after approval or disapproval.</p> <p>Destroy when ten years old.</p>