

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

RG 58

LEAVE BLANK	
DATE RECEIVED MAY 20 1974	JOB NO NC 174-240
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	
5-28-74 Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Treasury Department

2. MAJOR SUBDIVISION

Internal Revenue Service

3. MINOR SUBDIVISION

Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ross Thomson

5. TEL. EXT.

184-6711

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

5-16-74  
(Date)

*[Signature]*  
(Signature of Agency Representative)

Program Manager, Records  
Management Program

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The records covered by this request are created and accumulated in the Office of the Assistant Regional Commissioner (Stabilization) in the regional office, the Stabilization Program Branches in all district offices and in subordinate field offices. RCS-213.</p> <p>Special Correspondence Files. Congressional and other high-level and public correspondence which is not made a part of a specific case.</p> <p>(a) All districts other than St. Louis. DISPOSE 5 years after the end of the year.</p> <p><i>(b) St. Louis District. PERMANENT.</i></p>		
2.	<p>Forms and Form Letter Files. These forms contain developmental information for: forms made up for issuance to the public for completion and return to the Internal Revenue Service; form letters mailed to the public for completion and return to the Internal Revenue Service; form letters mailed to the public and forms for the internal use of the Service.</p> <p>(a) All districts other than St. Louis. DISPOSE 5 years after the end of the year.</p> <p><i>(b) St. Louis District. PERMANENT.</i></p>		

*3 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
3.	<p>Closed Submission Case Files. These files consist of prenotifications, quarterly reports and regular special reports filed by various firms in compliance with the Phase IV Economic Stabilization Act. These files contain CLC Form 22 and related Phase IV documents. In addition, These files include other correspondence, for example, justification of an exception or price increase, the accuracy of a filing, or the acceptability of a pricing plan.</p> <p>(a) All districts other than St. Louis. DISPOSE 5 years after the end of the year.</p> <p><i>(b.) St. Louis District, PERMANENT.</i></p>		