

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

| | |
|---|---|
| LEAVE BLANK | |
| JOB NO | |
| NC1 58 78 7 | |
| DATE RECEIVED | |
| 1 MAY 1978 | |
| NOTIFICATION TO AGENCY | |
| <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small> | |
| 5-4-78 <small>Date</small> | <i>James E. O'Neill</i> <small>Acting Archivist of the United States</small> |

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
Facilities Management Division A:FM:I

4. NAME OF PERSON WITH WHOM TO CONFER
Joseph Tarantino

5. TEL EXT
376-0594

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 4-25-78 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</i> | E. TITLE Program Manager, Records Mgmt. Program |
|--------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|--|----------------------|------------------|
| | These records covered by RCS 116, 204 ^{** 212} and 206 are created and accumulated in the National Office, District Offices and Service Centers. | | |
| * 1 | DESTROY Problem Resolution Correspondence (Form 5543) DISPOSE one year after the end of the year case is closed. | | |
| * 2 | DESTROY Problem Resolution statistical Records (Form 6016) DISPOSE after two years. | | |
| | * Pen and ink change made in accordance with telephone conversation with FRS records management, April 28, 1978. EFB | | |
| | * * Made in accordance with telephone conversation with FRS records management, July 24, 1978. EFB | | |

116-107
Sent to agency - all FRC's, NICW, NNF - 5/8/78