

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rev. No. 1024

LEAVE BLANK

JOB NO

-58-80-2

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

D RECEIVED

- 1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Treasury
- 2. MAJOR SUBDIVISION
Internal Revenue Service
- 3. MINOR SUBDIVISION
Facilities Management Division
- 4. NAME OF PERSON WITH WHOM TO CONFER

S. TEL EXT

Ra O'Brien

36-0FC

WITHDRAWN
11-3-88
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 3 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

8/26

Ross H. ...

Manager

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO. 10. ACTION T

Center.

- 1. Commissioner's Records.
 - (a) Memoranda and Budget Records from 1948-1963 (Accession Number 66-A-303)
 - (b) Publications - 1919-1963 (Accession Number 66-A-303, 20 cubic ft.)
 - (c) Correspondence on position descriptions, training, O & M activities, special allocations, financial plan, and budget (1955-); administrative personnel (1956); Assistant to Commissioner (1960-61); supergrade appearance (1961), Classification of Justifications for allocations GS-15 (1955). Accession Number 058-67A-1040 (folios 2 thru 6).
- 2. Chief Counsel Records.
 - (a) Correspondence Files covering period 1942 through 1954. (Accession Number 67A-703, Boxes 1-54).

115-107

Enclosure 1

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

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ACTION TAKE

- b) Collection Litigation Division Workload Reports covering period of July 1957 through June 1962. (Accession Number 67A-703, Boxes 56-58).
3. Planning and Research (Statistics Division Records).
- (a) Magnetic tapes for reformatting of 1963-1965 Tax Year Data for Census. (Job-Run Series 489-67-00). (Accession Number 69A-1381, 33 cubic feet)
4. Compliance (Office of International Operations) Records.
- (a) Looted Securities Claims (Netherlands), Numbers 1-1037. (Accession Number 63A-320, 1 box).
5. Tax Administration Advisory Staff Files.
- (a) Training Files. 73A 1104 (1-18)
- (b) Brazil Residual Files. (Accession Number 73A-1104, Boxes 7-26)
19-
6. Compliance (Collection Division) Records.
- (a) Miscellaneous information pertaining to the Area Sample Compliance Survey, 1960. (Accession Number 62-A-614, 4 cubic ft.)
- (b) Files regarding transfer of Collection's Offices, Civil Service Offset cases, Depository Banks, Various Statistical Reports, Certificates of Overassessments, Withholding and Victory Tax files, Forms 976 and 6940, and miscellaneous tax assessment correspondence. (Accession Number 57-A-780, 267 boxes).
- (c) Papers, schedules and forms pertaining to the Evaluation of Revenue Officer Refresher Training Program covering May-September, 1959. (Accession Number 62-A-266, 2 boxes).
- (d) Calendar Year Statements from 1949 and Income Total Tax Return Field, C.Y. 1957-1960. (Accession Number 58-74-42, 1 box).
- (e) Principal records, incidental and related records, pertaining to assessments and overassessments

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Four copies, including original, to be submitted to the National Archives

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Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

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of tax; real estate cases and correspondence; reports relating to stamp activities; accounting reports; post-war refund records; various statistical reports covering operations in the field offices; records of tax credits resulting from re-negotiation proceedings (covering period 1948-1953). (Accession Number 56A-165, 780 cubic ft.)

- (f) Card index and digest file showing action taken on Special Adjustment Cases, (Accession Number 64A-203 boxes 33-96).

7. Administrative Records.(a) Personnel Records.

- (1) Careers Branch's Recruitment Study Program.
 - a. Personnel research records including forms 3934 and 4195.
 - b. Printouts (1965-1967).
 - c. Reports.
 - d. Trainee Performance Summary.
- (2) Tax Technician Summary (1962)
- (3) Master Payroll Printouts (1964)
- (4) Quarterly Minority Statistics (printouts)
Accession Numbers 9-A-3865, 24 cubic feet; 72A2677, 6 cubic feet; 58-74-56, 5 cubic feet; and 58-74-63, 4 cubic feet).

(b) Financial Records.

- (1) Fiscal Management Record (closed) F.Y. 1959-1961 inclusive (Accession Number 058-61-A-519, Box 2).
- (2) Control Total Areas used in 7070 Payroll Program prior to August 1965, Payroll Record and Card Formats, Individual Charts of each phase, specifications for phase, Program Runbooks, and miscellaneous runs (Accession Number 66A1093, 6 boxes).

8. Mint Project Records.

Documents containing key-punched information gathered from purchase orders to buy Eisenhower Silver Dollars, (Accession Number 72-A-4383, 58 cubic ft.)