

*nc 5 May 81/4*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK	
JOB NO <i>NCI-58-81-8</i>	
DATE RECEIVED <i>May 5, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of the Treasury**

2 MAJOR SUBDIVISION  
**Internal Revenue Service**

3 MINOR SUBDIVISION  
**Facilities Management Division**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Raymond A. O'Brien, Jr.**

5 TEL EXT  
**376-0593**

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 8 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 <i>4-20-81</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross H. Thomson</i>	E TITLE Manager, Records Management Program
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The items contained in this Request recommend additions, changes, and clarifications to General Schedule 1 - Civilian Personnel Records, as they relate to the Internal Revenue Service.</p> <p>1. 4. <u>Offers of Employment Files.</u> Correspondence, letters, and telegrams offering appointments to potential employees.</p> <p>(a) Accepted Offers. (1) Destroy upon establishment of the Official Personnel Folder.</p> <p>(b) Declined Offers. (1) If name is certified from an OPM Register. a. Return to OPM with reply and application. (2) If name is certified from an IRS Register. a. Destroy when 6 years old.</p>		<p>WITHDRAWN</p> <p><i>33 items</i></p>

*Checked out as withdrawn 8-19-82*

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2.	<p>(3) Temporary or excepted appointments.</p> <p>a. File inside application.</p> <p>(4) All others.</p> <p>a. Destroy immediately.</p> <p>5. <u>Certificates of Eligible Files.</u></p> <p>(a) <u>Certificates of Eligibles from OPM Register with related request, forms, correspondence and statement of reasons for passing over a preference eligible, and selecting a non-preference eligible.</u></p> <p>(1) Destroy when 2 years old..</p> <p>(b) <u>Certificates of Eligibles from IRS Register with documentation related to rating and ranking of applicants and all papers upon which certification is based.</u></p> <p>(1) Destroy when 6 years old.</p> <p>(2) Retire to Federal Records Center when 2 years old.</p> <p>(c) <u>Certification request control index.</u></p> <p>(1) Destroy when 2 years old.</p>		<p>WITHDRAWN</p>
3.	<p>7. <u>Position Classification Files.</u></p> <p>(a) <u>Position Classification Standards Files.</u></p> <p>(1) <u>Standards. Office of Personnel Management standards determining title, series, and grade based on duties, responsibilities, and qualifications requirements.</u></p> <p>a. If standard is superseded.</p> <p>1. Destroy immediately.</p> <p>b. If standard is abolished.</p> <p>1. Destroy 3 years after abolishment.</p> <p>(2) <u>Development. Memoranda, correspondence, and other records relating to</u></p>		<p>WITHDRAWN</p>

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4.	<p>the development of standards for classification of positions peculiar to the Service and OPM approval or disapproval.</p> <p>a. Destroy with corresponding standard.</p> <p>(b) Position Descriptions . . . . .</p> <p>(c) Survey Files.</p> <p>(1) Classification Survey Reports. Survey reports on various positions prepared by classification specialists. Included is the Quarterly Senior Executive Service Report.</p> <p>a. Destroy when 3 years old, or 2 years after regular inspection, whichever is sooner.</p> <p>(2) Inspection, Audit, and Survey Files. . . .</p> <p>(d) Appeals Files. Case files relating to classification appeals.</p> <p>(1) Authoritative interpretation of the classification standard.</p> <p>a. Maintain in Personnel Office.</p> <p>(2) Remainder of case file.</p> <p>a. Destroy 3 years after case is closed.</p> <p>15. <u>Employment Applications.</u></p> <p>(a) Applications to an OPM Register (Standard Form 171) and related records.</p> <p>(1) Destroy upon receipt of OPM inspection report, or when 2 years old, whichever is earlier, provided the requirements of FPM Chapter 333, Section A-4 are observed.</p>		<p>WITHDRAWN</p>

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	<p>(b) Applications to IRS Register Files.</p> <p>(1) Job interest cards.</p> <p>a. Destroy when 9 months old.</p> <p>(2) Cards or documents which record eligibility for an IRS job.</p> <p>a. Destroy when 7 years old.</p> <p>b. Retire to Federal Records Center when 2 years old.</p> <p>(3) Eligible applications (SF 171) and related records on active file.</p> <p>a. Destroy upon termination of register unless eligible to be placed on new register.</p> <p>(4) Eligible applications (SF 171) and related records on inactive IRS files.</p> <p>a. Destroy 6 months after placement on inactive register.</p> <p>(5) Cancelled and ineligible applications.</p> <p>a. Destroy when 1 year old or return to applicant.</p> <p>(c) Temporary or Excepted Service Appointments. (Filed in Official Personnel Folder if appointed.)</p>		

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	<p>(1) Destroy when 2 years old, or after Office of Personnel Management inspection, whichever is sooner.</p> <p>(2) Applicant Supply File. (Includes applications of employees on temporary or accepted appointments).</p> <p>(1) Destroy when 2 years old, or after Office of Personnel Management inspection, whichever is sooner.</p>		
5.	<p>20. <u>Health Unit Control Files.</u> Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.</p> <p>(a) If information is summarized in statistical reports.</p> <p>(1) Summaries.</p> <p>a. Destroy when 4 years old.</p> <p>(2) Logs or registers.</p> <p>a. Destroy when 3 months old.</p> <p>(b) If information is not summarized.</p> <p>(1) Destroy when 4 years old.</p>		WITHDRAWN
6.	<p>29. <u>Labor Management Relations Records.</u></p> <p>(a) Labor Management Relations General and Case Files. Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.</p> <p>(1) Destroy when 5 years old, or when obsolete, whichever is later.</p> <p>(b) Labor Arbitration General and Case Files...</p> <p>(c) Contract Grievance Files. Correspondence, forms, and background papers relating to contract grievances which are not appealed to arbitration.</p> <p>(1) Destroy 1 year after the close of the agreement under which the action is grieved.</p>		WITHDRAWN

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7.	<p>(d) Unfair Labor Practice Files. Correspondence, forms, background papers and decisions relating to alleged unfair labor practices.</p> <p>(1) Destroy 5 years after the case is closed.</p> <p>31. <u>Grievance, Disciplinary, and Adverse Action Files.</u></p> <p>(a) Grievance, Appeals Files. . . . .</p> <p>(b) Adverse Action Files, Case Files and related records created in reviewing an adverse action as described in 5 CFR 752. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employees reply; hearing notices; reports and decisions; reversal of action; and appeal records. (Excludes letters of reprimand.</p> <p>(1) Destroy 4 years after case is closed.</p> <p>(c) Unacceptable Performance Case Files (5 CFR 432). Case files and related records created in unacceptable performance cases. The file includes counseling material, supporting documentation, letters and memorandums to employees, related correspondence, replies, decisions and appeal records.</p> <p>(1) Destroy 4 years after case is closed.</p> <p>(d) Probationary Case Files (5 CFR 315). Case files and related records created in probationary misconduct or performance cases. The file includes supporting material, letters and memorandums to employees, related correspondence, replies, decisions and appeal records.</p> <p>(e) Disciplinary Case Files. Case files and related records created in character background or conduct cases which do not result in actions under 5 CFR 315, 432 or 752, including reprimands, admonish-</p>		<del>WITHDRAWN</del>

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	<p>ments, letters of caution or warning, counseling, letters of clearance or closed without action. The files also include the action taken, related correspondence and supporting material.</p> <p>(1) Destroy 4 years after case is closed.</p>		
8.	<p>32. <u>Personal Injury Files.</u> Forms, reports, correspondence and related medical and investigatory records pertaining to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Official Personnel Folder and copies submitted to the Department of Labor.</p> <p>(a) Destroy when 5 years old, or when case is officially closed and settled, whichever is later.</p>		WITHDRAWN
9.	<p>34? New Item. <u>Examinations Conducted to Establish IRS Register Files.</u></p> <p>(a) General correspondence concerning examination papers and materials, and written test answer sheets. Also includes correspondence with Congress, the White House, applicants, or the general public pertaining to all examining and recruiting operations.</p> <p>(1) Destroy when 2 years old.</p> <p>(b) <u>Examination Announcement Case Files.</u> Documents consisting of correspondence regarding examination requirements, original drafts of examination and announcements; and correspondence, memoranda and letters concerning lost or exposed test material case files.</p> <p>(1) Destroy when 6 years old.</p> <p>(c) <u>Stock control records of examination test material.</u></p> <p>(1) Destroy when test is superseded or obsoleted.</p>		WITHDRAWN

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10.	<p><i>Item 2.</i></p> <p><u>Service Record Card</u> (Standard Form 7 or its equivalent).</p> <p>(a) Cards for employees....</p> <p>(b) Cards for Service Center employees separated on or after January 1, 1948.</p> <p>(1) Destroy when no longer needed after 3 years, but no later than 10 years, after separation or transfer of employee.</p> <p>(c) Cards for other than Service Center employees....</p>	<p>NC1- 58- 80- 11</p>	<p>WITHDRAWN</p>