

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

9924 P277

LEAVE BLANK	
JOB NO NCL-58-82-7	
DATE RECEIVED April 12, 1982	
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disposal request, including amendments, is approved, except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-4-82 Date	<i>Robert M. War</i> Archivist of the United States

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

4. NAME OF PERSON WITH WHOM TO CONFER.
Roy Shiflett

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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4-6-82	<i>James L. Graham</i>	Program Manager Records Management Program

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
RCS-206	The records covered by this request (Records Control Schedule 206) are created or maintained in Internal Revenue Service Centers in carrying out their functions pertaining to revenue collection and accounting; processing, analysis and disposition of tax returns, tax information documents and related records; mailing of tax forms, transcription of statistical information, and preparation of special reports.		
118	Document Register - Block and Selection. Used to establish and maintain control of documents (block listings) for returns and related documents. Change (1)(b) Non-Master File, 2a Duplicate Copy, as follows: From: Destroy <u>6 years</u> after end of processing year. To: Destroy <u>30 years</u> after end of processing year.	NCL-58-80-6	

*Mass Data Change Sheet Attached
Closed Out: 5-17-82: F.T.S.
Copy to All FRC's & Aeron*

1 item