

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-58-84-15	
DATE RECEIVED	
7-30-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6/22/84 <i>Date</i>	<i>Robert War</i> <i>Archivist of the United States</i>

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

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
Nancy R. Gloss

5. TEL EXT
566-9711

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE: 7-28-84

D. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*

E. TITLE: ~~Chief~~ Chief, Records and Reports Management Section

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 described below are created and/or accumulated in the Internal Revenue Service, Office of Regional Director of Appeals, and maintained under the jurisdiction of the Regional Director of Appeals and the Chiefs, Appeals Offices. These records pertain to the Appeals activities of field offices in conducting conferences directed to settlement of taxpayers' appeals. The appeals result from determinations of tax liability made by District Directors of Internal Revenue involving income, estate, gift and employment taxes, and excise taxes (except those imposed on alcohol, firearms, and tobacco). The item which appears in Item 12(2) of RCS 208 reflects a change in the established retention period, (Records Control Schedule 208).</p> <p>Appeals Office Files - Office files containing copies of: Form 5402, Appeals Transmittal Memorandum and Supporting Statement; Audit Statement; District Director's Transmittal to Appeals with protest; 90-day letter; stipulation; various agreement forms (or equivalents) and related correspondence.</p>	NCL-58-81-5 Item 12	1 item

MASS DATA CHANGE SHEET NOT REQUIRED
Agency sent 9-10-84 by DMW

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Destroy Field Examination and Office Examination Office Files 2 years after end of the fiscal year in which case is closed or when determined (on a regional basis) to be no longer needed in current operations, but not less than 9 months after the end of the fiscal year in which a case is closed.</p>		