

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO. | |
| NC 1 58 77 8 | |
| DATE RECEIVED MAR 1977 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 3-10-77 <i>Date</i> | <i>James H. Thomson</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)
Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Information Systems Branch, Facilities Management Div.

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 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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| 3/1/77 | Ross Thomson <i>Ross H. Thomson</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 |
|------------|--|----------------------|------------------|
| | <p>This is a request to reduce the period for retention of Internal Audit reports and workpapers from 10 years to 3 years. These documents will no longer be retired to Federal Records Centers prior to disposal, instead, they will be retained and disposed of within the Service. This action is being taken in view of: (1) the significant amount of confidential tax information contained in Internal Audit workpapers; (2) the limited use being made of closed reports and workpapers; (3) the limited future usefulness of these records because of Internal Audit emphasis on newly implemented or revised Service programs; and (4) recent Treasury Department directives aimed at reducing records holdings and associated maintenance costs.</p> <p>To ensure uniformity throughout the Revenue Service, the retention period for Internal Audit reports identified in other IRS Records Control Schedules will have to be changed. For this reason, we are listing all pertinent schedules as follows:</p> | | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|--|----------------------------|---------------------|--|--|-------------------------|-----------------|----------------------|-----------------|-------------|---------|------------|-------|-------------|----|------------|----|-------------|---|------------|---|-------------|----|------------|----|-------------|---|-----------|---|-------------|---------|-----------|---|--|--|------------|----|-------------|-----------|-------------|-----------|-------------|----------|-------------|-----------|-------------|-----------|--|--|
| 1. | <p>Internal Audit Reports and related workpapers and correspondence, including reports on surveys, special studies, and investigations conducted jointly with other organizations.</p> <p>(1) Record Copy</p> <p>(a) DISPOSE 3 years after completion or issuance of report</p> <p>(2) All Other Copies</p> <p>(a) DISPOSE after 3 years or when no longer needed in current operations, <i>whichever is earlier.</i></p> <p>The above items should be <u>changed</u> as follows: <i>Telephone conversation with R. Shiflett. 3/9/77 EFS</i></p> <table border="0" data-bbox="207 907 1078 1199"> <thead> <tr> <th colspan="4">IRS RECORDS</th> </tr> <tr> <th><u>CONTROL SCHEDULE</u></th> <th><u>ITEM NO.</u></th> <th><u>NARS APPROVAL</u></th> <th><u>ITEM NO.</u></th> </tr> </thead> <tbody> <tr> <td>1(15)59-105</td> <td>26 & 29</td> <td>II-NNA-756</td> <td>8 & 9</td> </tr> <tr> <td>1(15)59-109</td> <td>12</td> <td>NN-165-168</td> <td>12</td> </tr> <tr> <td>1(15)59-112</td> <td>4</td> <td>NN-173-170</td> <td>4</td> </tr> <tr> <td>1(15)59-116</td> <td>11</td> <td>NN-165-168</td> <td>12</td> </tr> <tr> <td>1(15)59-202</td> <td>8</td> <td>NN-169-52</td> <td>3</td> </tr> <tr> <td>1(15)59-205</td> <td>26 & 28</td> <td>NN-162-36</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td>II-NNA-756</td> <td>27</td> </tr> </tbody> </table> <p>The above items should be <u>added</u> to the following:</p> <table border="0" data-bbox="207 1290 862 1451"> <tbody> <tr> <td>1(15)59-102</td> <td>NN-169-53</td> </tr> <tr> <td>1(15)59-103</td> <td>NN-168-57</td> </tr> <tr> <td>1(15)59-107</td> <td>INN-3339</td> </tr> <tr> <td>1(15)59-110</td> <td>NN-169-88</td> </tr> <tr> <td>1(15)59-111</td> <td>NN-172-48</td> </tr> </tbody> </table> | IRS RECORDS | | | | <u>CONTROL SCHEDULE</u> | <u>ITEM NO.</u> | <u>NARS APPROVAL</u> | <u>ITEM NO.</u> | 1(15)59-105 | 26 & 29 | II-NNA-756 | 8 & 9 | 1(15)59-109 | 12 | NN-165-168 | 12 | 1(15)59-112 | 4 | NN-173-170 | 4 | 1(15)59-116 | 11 | NN-165-168 | 12 | 1(15)59-202 | 8 | NN-169-52 | 3 | 1(15)59-205 | 26 & 28 | NN-162-36 | 5 | | | II-NNA-756 | 27 | 1(15)59-102 | NN-169-53 | 1(15)59-103 | NN-168-57 | 1(15)59-107 | INN-3339 | 1(15)59-110 | NN-169-88 | 1(15)59-111 | NN-172-48 | | |
| IRS RECORDS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>CONTROL SCHEDULE</u> | <u>ITEM NO.</u> | <u>NARS APPROVAL</u> | <u>ITEM NO.</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-105 | 26 & 29 | II-NNA-756 | 8 & 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-109 | 12 | NN-165-168 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-112 | 4 | NN-173-170 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-116 | 11 | NN-165-168 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-202 | 8 | NN-169-52 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-205 | 26 & 28 | NN-162-36 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | II-NNA-756 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-102 | NN-169-53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-103 | NN-168-57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-107 | INN-3339 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-110 | NN-169-88 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1(15)59-111 | NN-172-48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |