

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

*NI-058-98-6*

DATE RECEIVED

*10-21-97*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

**Department of the Treasury**

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

**Internal Revenue Service**

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION

**Office of the Commissioner**

4. NAME OF PERSON WITH WHOM TO CONFER

**Sandy Myers**

5 TELEPHONE

**535-3936x3033**

DATE

*11-16-98*

ARCHIVIST OF THE UNITED STATES

*John W. Paul*

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  is not required;  is attached; or  has been requested.

DATE

*10/14/97*

SIGNATURE OF AGENCY REPRESENTATIVE

*Robbie DeCarmine*

TITLE

**IRS Records Officer**

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This Request for Disposition Authority is intended to cover records created and maintained by former Commissioners, Deputy Commissioners, and their staffs. <b>Records are from 1992 and prior years.</b></p> <p>Some of the records covered by this SF115 deal with individual taxpayers and tax return data protected by section 6103 of the Internal Revenue Code. A withdrawal notice will replace the records in the original file. In addition, a listing of the records removed by the IRS is included in each box of removed records. The listing will identify the original series and box from which the file was removed (including WNRC accession number and box number where appropriate). In the event the impasse over section 6103 is resolved, the restricted records can be returned to the original file.</p> <p><i>Just note approved per telephone conversation with Adria Lipka 7/2/98 son</i></p>		

NOV 30 1998 *MMV*

*copy to: agency  
summary  
NWMD* , *NWCT*

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Program/Policy Records.</b> These records include executive-level correspondence; subject files; Congressional hearing background information and testimony; internal and external policy meeting agendas/issue papers/minutes; special task force reports; investigative background information; and organizational studies. <b>These records are from 1992 and prior years.</b></p> <p>A. Records listed above <b>containing taxpayer information</b> which is prohibited from disclosure under Internal Revenue Code Section 6103. Subject files arranged alphabetically.</p> <p><b>Disposition: Permanent.</b>  <b>Retire</b> to the Washington National Records Center with access restricted based on Internal Revenue Code Section 6103. <i>Transfer to NARA when 25 years old</i></p> <p>B. Records listed above that <b>do not contain taxpayer information.</b> Subject files arranged alphabetically.</p> <p><b>Disposition: Permanent.</b>  <i>...</i> <b>Retire</b> to the Washington National Records Center immediately.  <b>Transfer</b> to NARA in 2001.</p> <p>1. Records determined during archival processing to lack sufficient archival value to warrant permanent retention by the National Archives.</p> <p><b>Disposition: Destroy</b> immediately.</p>	<p><i>change approved per attached email</i></p>	
2.	<p><b>Reading Files.</b> Copies of correspondence signed by former Commissioners, Deputy Commissioners, Assistants to the Commissioners, and other executive staff members. <b>These records are from 1992 and prior years.</b></p> <p>A. Reading files <b>containing taxpayer information</b> which is prohibited from disclosure under Internal Revenue Code section 6103. Arranged chronologically.</p> <p><b>Disposition: Permanent.</b>  <b>Retire</b> to the Washington National Records Center immediately with access restricted based on Internal Revenue Code Section 6103. <i>Transfer to NARA when 25 years old</i></p>	<p><i>change approved per attached email</i></p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3.	<p>B. Reading Files that <b><i>do not contain taxpayer information.</i></b> Arranged chronologically.</p> <p><b>Disposition: Permanent.</b> Retire to the Washington National Records Center immediately. Transfer to NARA in 2001.</p> <p><b>Administrative Support Records.</b> These records document routine, facilitative, and administrative functions for both the Commissioner's Office and the IRS as a whole. Included in this collection are documents relating to planned activities; quality; fiscal, small-scale automation issues; studies of an administrative nature; personnel matters; speaking engagements; travel itineraries and logistical information. Arranged alphabetically.</p> <p><b>Disposition: Retire</b> to the Washington National Records Center immediately. <b>Destroy</b> in 2001.</p>		