

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED MAR 31 1975	JOB NO NC - 58-75-9
NOTIFICATION TO AGENCY	
<p>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 "with-drawn" in column 10.</p>	
<p align="right">4-25-75 <i>James E. O'Neil</i> Date <i>Acting</i> Archivist of the United States</p>	

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department
2. MAJOR SUBDIVISION
Internal Revenue Service
3. MINOR SUBDIVISION
National Office
4. NAME OF PERSON WITH WHOM TO CONFER
Virginia Cooper
5. TEL. EXT.
184-6711
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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3-26-75 *Ross Thomson* *Acting* Records Management
(Date) (Signature of Agency Representative) Program Manager, Program (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>This is a request for disposition authorization to cover records created and accumulated in the Fiscal and Facilities Management Divisions, National Office, regional and district offices, service centers, and the IRS Data Center. The records, created under PARS (Property Accounting and Reporting System) and LARS (Leased Accounting and Reporting System) will be listed as a supplement to General Records Schedule 3, replacing the present supplement covering CAPAR records, approved April 21, 1969 under Job No. NN-169-36.</p> <p>Input documents Forms 4100, PARS Basic Nomenclature Change Form, and 4156, PARS Office Location Change Form or equivalents, submitted to the IRS Data Center by property officers, regional coordinators, and the National PARS Coordinator to request additions, deletions, and changes to the Nomenclature File Listing and Location File Listing.</p> <p>DISPOSE immediately after updated listing has been received.</p> <p>Property transaction input documents Form 3971, PARS monthly transactions, or equivalents, submitted to the IRS Data Center by property officers to record acquisitions, additions, transfers, mass transfers, changes, disposals and deletions for the property master file.</p>		

Copy to Agency 4/30/75

19 items

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
	<p>(1) Property Officers: DISPOSE 1 year after items have been reconciled and listing updated, and after completion of internal audit of operations and accounts <i>has been completed,</i></p> <p>(2) IRS Data Center: DISPOSE six months after receipt or when no longer needed, whichever is earlier.</p> <p>3. PARS Inventory Listing and Transaction Register (Table I) and Summary (Table I-A) issued by IRS Data Center monthly to property officers and semi-annually to regional coordinators and National PARS Coordinator.</p> <p>(1) Property Officers: DISPOSE 90 days after receipt of updated listing.</p> <p>(2) Regional Coordinators and National PARS Coordinator: DISPOSE after receipt of updated listing.</p> <p>(3) IRS Data Center (Edit and Control): DISPOSE after issuance of the third subsequent updated listing (3 months).</p> <p>4. PARS Error Transmittal (Table II) issued monthly by IRS Data Center on a situation basis to property officers, regional coordinators and fiscal officers concerned.</p> <p>(a) IRS Data Center: DISPOSE 1 year <i>3 months</i> after issuance.</p> <p>(b) Property officers, regional coordinators, and fiscal officers: DISPOSE after correction has been identified in Table I, or subsequent Table II has been received.</p> <p>5. PARS Inventory Summary and Replacement Requirements (Table III) issued by IRS Data Center semi-annually to property officers, regional coordinators, and National PARS coordinator.</p> <p>(a) Property officers, regional coordinators and National PARS coordinator: DISPOSE after receipt of updated listing.</p> <p>(b) IRS Data Center: DISPOSE when no longer needed in current operations.</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
6.	PARS Monthly Fiscal Management Property Transaction Register (Table IV) issued by IRS Data Center to the National Office (A:F:A) and Regional Fiscal Officers. (a) DISPOSE when no longer needed in current operations.		
7.	Nomenclature File Listing (Table V) issued by IRS Data Center to property officers, regional coordinators, and National PARS Coordinator. (a) DISPOSE after receipt of updated listing.		
8.	Location File Listing (Table VI) issued by IRS Data Center to property officers, regional coordinators, and National PARS coordinator. (a) DISPOSE after receipt of updated listing.		
9.	LARS Monthly Transactions (Form 5062) or equivalent input document submitted to the IRS Data Center by property officers to request additions, deletions, or changes to the monthly leased property listing, Table VII. (a) DISPOSE immediately after updated listing has been received.		
10.	LARS Monthly Leased Property Listing, Table VII, issued by IRS Data Center to each property officer, regional coordinator, and LARS National coordinator. (a) Data Center (Edit and Control): DISPOSE after issuance of second subsequent updated listing (6 months). (b) Property officers and coordinators: DISPOSE after receipt of updated listing.		
11.	LARS Error Transmittal (Table VIII), issued monthly by IRS Data Center for those property officers who made errors on the Form 5062 and the regional coordinators concerned. (a) IRS Data Center: DISPOSE 1 year ^{3 months} after issuance. (b) Property officers and regional coordinators: DISPOSE after correction has been identified in Table VII, or a subsequent Table VIII has been received.		