REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-58-84-17
DATE RECEIVED 9-27-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
10-1-84 Date — Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Treasury

2 MAJOR SUBDIVISION
Internal Revenue Service

3 MINOR SUBDIVISION
Facilities Management Division

4 NAME OF PERSON WITH WHOM TO CONFER: Marcella K. Weston

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 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: 9/24/84

D SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

E TITLE: Acting Chief, Records and Reports Mgmt. Section

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	This request is for additions to Records Control Schedule 105 for Inspection - National Office		
12.	New Sub-Item -	NC1-58-76-13	
	(2) Investigative Case Files relating to Assault or Threat investigations. (a) DESTROY 10 years after final legal action. (b) Retire to Federal Records Center 5 years after final legal action.		
	Old Sub-Item (2) renumbered Sub-Item (3).		
14.	New Sub-Item added -	NC1-58-76-13	
	(2) Miscellaneous Information Files relating to Threats and Protection. (a) DESTROY when 5 years old.		
	NO MASS DATA CHANGE SHEET REQUIRED.		2 items
	Sent copy to agency & NCW 10/18/84 CLD		

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Exhibit 100-1

Records Control Schedule 105

Item No	Description of records and disposition authorization

Administrative Records

1 General subject file, including correspondence, reports, memorandums and related papers (not covered elsewhere in this schedule) of the Office of the Assistant Commissioner (Inspection) and the divisions under him pertaining to the internal administration and management of the Inspection Service (Excludes records covering program activities involving policy, procedures, rulings, etc , or records determined to be of historical value to the organization)
(1) **Destroy** after 6 years

2. Copies of Manual Transmittal and Supplements, Circular Letters, Orders or other instructional issuances which are retained solely for reference purposes
(1) **Destroy** when obsolete or superseded
(Note Item Nos. 3 through 9 are reserved for future additions (if necessary) to the "administrative records" portion of this Schedule)

Internal Security Records

10 Correspondence of a routine nature relative to Internal Security Division matters, such as letters of transmittal and requests for information, which is not appropriate for inclusion in the files listed below
(1) **Destroy** after one year
(NOTE Break file annually.)

11 Investigative case files (including record copies (originals) of reports, exhibits and correspondence in Character, Security and Background type cases) concerning occupants of critical-sensitive positions or assignments, or those used for granting security clearances for any other positions or assignments
(1) **Destroy** five years after employee is separated
(2) **Retire** to Federal Records Center when employee is separated.

12 (1) Investigative case files (including record copies (originals) of reports, exhibits and correspondence) in Character, Background (except Character, Security, and Background type reports concerning occupants of critical-sensitive positions or assignments, or those used for granting security clearances for any positions, see *Item 11*), Conduct, ~~Assault~~, Bribery, Disclosure and Enrollee Charge cases.
(Note Record copies (originals) of Character and Background type cases were maintained in the Office of Assistant Commissioner (Inspection), National Office until March, 1976)
(a) **Destroy** 10 years after date of report, final legal action or final administrative action, whichever is appropriate
(b) **Retire** to Federal Records Center two years after date of report, final legal action or final administrative action, whichever is appropriate.
~~(2)~~ File folders (containing copies of Form 2028-P, Summary Report of Investigation, and Form 2077, Security Determination Action) in favorable Character cases
(a) **Destroy** one year after date of report

13 Investigative case files (including record copies (originals) of reports, exhibits, and correspondence) in Special Inquiry.
(a) **Destroy** when ten years old
(b) **Retire** to Federal Records Center two years after date of final report.

14. Miscellaneous Information Files (includes correspondence regarding Bribery, Derogatory Practitioners, Employee Misconduct, ~~Integrity, Threats and Protection~~, generally containing information that presents no factors for immediate investigative resolution
(a) **Destroy** when three years old.

15. Investigative case files (containing copies of reports, exhibits and correspondence) in Tort Claim and Enrollee Applicant cases
(a) **Destroy** one year after date of report

16 Index and Control cards related to investigative case files and Miscellaneous Information files covered in items 11, 12, 13, 14, and 15.
(1) **Destroy** after related case file has been destroyed

17 (1) Electronic equipment fiscal inventory report to Attorney General and fiscal or quarterly report summarizing the results of interceptions to Deputy Attorney General
(a) **Destroy** when ten years old.
(2) Forms 5510, Report of Authorized Consensual Electronic Monitoring, reporting results of such monitoring (used from December 22, 1975 until April 22, 1979).
(a) **Destroy** when six years old.

18 Administrative Summons Report file, containing copies of Form 5534, Administrative Summons District Summary used until April 1979, Form 5535, Administrative Summons Control Form, used from April 1979 to present, and Form 2039, Summons.
(1) **Destroy** when two years old
(NOTE Items 19 through 25 are reserved for future additions (if necessary) to the "Internal Security Records" portion of this Schedule)

(2) Investigative Case Files relating to Assault or Threat investigations.
(a) DESTROY 10 years after final legal action.
(b) Retire to Federal Record Center 5 years after final legal action.
(3)

(1)
and Integrity),
(2) Miscellaneous Information Files relating to Threats and Protection.
(a) DESTROY when 5 years old

Exhibit 100-1 Cont.

Records Control Schedule 105

Item No.	Description of records and disposition authorization
	Internal Audit Records
26	Internal Audit Reports and related workpapers and correspondence, including taxpayer Confirmation Letter replies, reports on surveys, special studies and investigations conducted jointly with other organizations (1) Record Copy (a) **Destroy** 3 years after completion or issuance of report (b) **Retire** to Federal Records Center after one year and when no longer needed in current operations (2) All Other Copies (a) **Destroy** after 3 years or when no longer needed in current operations
27	Annual audit plans and visitation reports, including related papers and correspondence. (1) **Destroy** 3 years after end of fiscal year concerned
28	"Permanent" type or carry forward audit workpaper files consisting of information that has continuing value audit after audit. Information has been accumulated in current and past audits and will be used in future audits Additions of new material and deletions of unessential items are made as the audit progresses (1) **Destroy** information that is no longer required
29	"Current" internal audit workpapers which relate to internal audits of a particular office or function for a specific period and to surveys, special studies and investigations conducted jointly with other organizations (1) Record Copy (a) **Destroy** 3 years after completion or issuance of report. (b) **Retire** to Federal Records Center after one year and when no longer needed in current operations (2) All Other Copies (a) **Destroy** after 3 years or when no longer needed in current operations
30	Project files dealing with the establishment of technical internal audit programs and Manual instructions (1) **Destroy** 3 years after end of the fiscal year concerned