

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-058-06-9</i>		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI RD, COLLEGE PARK, MD 20740-6001		Date received <i>6-19-2006</i>		
1 FROM (Agency or establishment) Department of Treasury		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a, the dispos request, including amendments, is approved except for items may be marked "disposition not approved" or "withdrawn" in col 10		
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)				
3 MINOR SUBDIVISION Office of Professional Responsibility				
4. NAME OF PERSON WITH WHOM TO CONFER Truedence Glenn, Records Specialist Lucy Hoffmann		5 TELEPHONE NUMBER 202-283-9355 202-622-6598	DATE <i>6/19/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Casper</i>
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 recd proposed for disposal on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the G Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.				
DATE June 1, 2006		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W. Bennett 202-283-9359		TITLE IRS Records Officer OS A RE SC, 1111 Constitution AVE NW Washington, DC 20224
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
1	This schedule requests disposition authority for IRM 1 15.11 Records Control Schedule for Enrollment and Practice In cases where language and disposition changes are requested, we have included the approved Job Number, and the new information in bold <u>Practitioner Disciplinary Files.</u> Case files of attorneys, certified public accountants, enrolled agents and enrolled actuaries concerning issues of conduct in practice before the Internal Revenue Service including case files of disciplinary proceedings brought before an administrative law judge and files of appeals from their decisions (Effective 9/30/2006) <i>(j)</i> Retire to Federal Records Center 5 years after close of case. Destroy 25 years after close of case	<i>Job No NI-58-87-2</i> <i>i-3</i>		
ITEM NO				

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
4.	<p><u>Jurisdiction Case Files.</u> Data acquired on attorneys and certified public accountants over whom there is no current jurisdiction.</p> <p>Destroy 3 years after the date of last document (Effective 9/30/06)</p>	Job No. NI-58-87-2	
5	<p><u>Public Correspondence Files.</u> Correspondence involving unofficial interpretation of regulations governing practice before the Internal Revenue Service.</p> <p>Review annually and destroy 3 years after date of last document. (Effective 9/30/06)</p>	Job No. NI-58-87-2	
6.	<p><u>Rosters.</u> These files are maintained electronically and contain a listing of all persons who have been granted active enrollment to practice before the Internal Revenue Service.</p> <p>Delete as necessary to keep roster current.</p> <p>A. Inactive Status Roster. This file is maintained electronically and contains a listing of all persons in inactive status for failure to meet the requirements for renewal or enrollment.</p> <p>Review annually. Destroy 10 years after date of last document. (Effective 9/30/2006)</p> <p>B. Resignation Rosters. Rosters of resignation under 31 CFR, Section 10.61(b). This file is maintained electronically and contains a listing of all persons whose offer of consent to resign from enrollment to practice before the Internal Revenue Service has been accepted by the Director of the Office of Professional Responsibility.</p> <p>Review annually. Destroy 10 years after date of last document. (Effective 9/30/2006)</p> <p>C. Disbarred/Suspended Roster. The index of persons who have been disbarred or are currently under suspension from practice before the Internal Revenue Service is contained on the IRB and OPR Web Site.</p>	<p>Job No. NI-58-87-2</p>	

	<p>Review annually. Destroy by 10 years after the date of last document (Effective 9/30/06)</p> <p>D. Denied/ Withdrawn Application Roster. This file is maintained electronically and contains a listing of all persons whose applications have been denied and persons who have withdrawn in lieu of denial.</p> <p>(Effective 9/30/06) Destroy 5 years after denial or withdrawal.</p>	Job No. NI-58-87-2	
9.	<p>Active Enrolled Agents' File. Files consist of correspondence and related forms; to Practice before Internal Revenue Service and report of investigation.</p> <p>Keep as long as enrollment is in active status. Effective (9/30/06)</p>	Job No. NI-58-87-2	
10.	<p>Termination Roster. Files of individuals whose enrollment is terminated for reasons other than resignations under 31 CFR, Section 31 CFR, S10.61 (b).</p> <p>Retire to Federal Records Center 5 years after termination of enrollment. Destroy 10 years after termination of enrollment. Effective (9/30/2006).</p>	Job No. NI-58-87-2	
13.	<p>Denied/Abandoned Roster. Files of individuals whose application for enrollment has been denied or abandoned.</p> <p>Destroy 5 years after final denial or withdrawn. Effective (9/30/2006)</p>	Job No. NI-58-87-2	