

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
|---|--|---|---|
| | | JOB NUMBER <i>NI-058-09-9</i> | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | DATE RECEIVED <i>1/22/09</i> | |
| 1 FROM (Agency or establishment) Department of Treasury | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Internal Revenue Service (IRS) | | 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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10 | |
| 3 MINOR SUBDIVISION Wage & Investment, Customer Assistance, Relationship & Education (CARE) | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer Vincent T Walker, Customer Assistance, Relationship and Education (CARE), Wage and Investment | | 5 TELEPHONE (202) 283-9359 (214) 413-6019 | DATE <i>4-27-09</i> |
| 5 AGENCY CERTIFICATION | | ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Thomas</i> | |
| <p>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 <u>1</u> 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,</p> <p><input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p> | | | |
| DATE January 15, 2009 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W Bennett | | TITLE IRS Records Officer National Office, OS A RE SC Washington, DC 20224 |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| RCS 29 Item 27 1.15.29 | <p>Record Control Schedule 29 [old RCS 22, previously 206] For Service Center Operations.</p> <p>The records covered by this schedule are created and/or accumulated in the Field Assistance Centers within the Wage and Investment Business Unit</p> <p><u>Internal Revenue Form 13359 Field Assistance Customer Comment Card</u></p> <p>Customer Satisfaction Comment Card used by taxpayers to provide feedback to Field Assistance Card is in the form of a 3 color scan form and is handed out in the Field Assistance offices to walk-ins Cards are folded and returned to the survey processing center for data collection and quality review</p> <p>This Series will be scheduled under RCS 29, Item 27</p> <p>TEMPORARY</p> <p>DESTROY when 60 days old</p> <p><i>Note – Field Assistance Customer Comment card data is captured and entered into a quality review system Forms 13359 serve as Data Collection Instruments and inputs to this system which will be scheduled separately The disposition of these inputs, once approved, will be reiterated on the SF 115 submitted for this Quality Review System</i></p> | | |