

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-58-87-3

DATE RECEIVED

4-16-87

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF THE TREASURY

2. MAJOR SUBDIVISION

INTERNAL REVENUE SERVICE

3. MINOR SUBDIVISION

FACILITIES AND INFORMATION MANAGEMENT SUPPORT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

ANTHONY B. CINCOTTA, PM:HR:F:S:R  
ROOM 6421 ICC

5. TELEPHONE EXT.

535-9874

DATE

7-10-87

ARCHIVIST OF THE UNITED STATES

*Frank A. Burke*

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 \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

4/7/87

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Susan E. Baharna*

D. TITLE

CHIEF, RECORDS ADMINISTRATION, PM:HR:F:S:R

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (ARS USE ONLY)
18	Employee Plans Application Case Files (created and maintained in the key district offices). Copies of applications, determination letters, National Office ruling letters and technical advice, trust agreements, examiners' reports and related correspondence. These case files pertain to requests for a determination that an employee benefit plan met the requirements for qualification with respect to a plan which Section 401(a) of the Internal Revenue Code and Section 301(d) of the Tax Reduction Act of 1975 applies.	NCI-58-82-12	All changes made to this proposed schedule have been approved by Susan E. Baharna 7/9/87 Federal Witness 7/9/87 Agency representative date NARA appraiser date
	(1) Case Files (26 or more participants). If a superseded plan exists which has not yet been microfilmed and a subsequent plan is submitted the following procedures should be followed.		
	(a) Superseded Plan File. 1. <u>RETIRE</u> to the Federal Records Center on a quarterly basis. 2. <u>DESTROY</u> after 10 years after superseded.		
	(b) Subsequent Plan File or New Plan File. 1. Microfilm (a) <u>DESTROY</u> 7 years from date of related reinstated Plan File.  2. Hard Copy (a) <u>DESTROY</u> immediately after microfilming and film verification.		

Copies to agency NCF, NNF 7-14-87

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

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7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

- (c) Terminated Plan Files.
  - 1. DESTROY 7 years after filing of final return.
- (2) Case Files (25 or less participants) (including Terminated Plan Files)
  - (a) RETIRE quarterly to the Federal Records Center 6 months after approval.
  - (b) DESTROY ~~after~~ 10 years after approval.