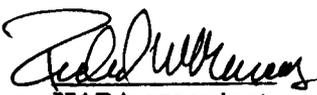
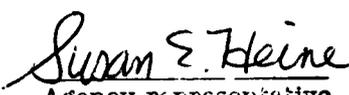


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NI-58-89-7
1. FROM <i>(Agency or establishment)</i> Department of the Treasury		DATE RECEIVED	8/22/89
2. MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Administration Section		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Cheryl J. Johnson	5. TELEPHONE EXT. 535-9874	DATE 7/30/91	ARCHIVIST OF THE UNITED STATES 
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; 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 8-7-89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Acting Chief, Records Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The records listed in this SF-115 are not continuing records. They are a closed series created and accumulated as a result of a one time Servicewide study to review and analyze the current process for requesting, transferring, and refileing tax documents. Therefore, they will not be published in the Records Schedule, but will be scheduled for retirement to the Federal Records Center.</p> <p>All changes to this proposed schedule have been approved by:</p> <p> NARA appraiser 5/18/90 date  Susan E. Heine Agency representative 5/15/90 date</p>		

FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

1. Special Project or Study Files. Original documents describing the project or study; authorization documents; progress reports; related correspondence; analyses including diagrams, graphs, drawings or photographs.
 - (1) RETIRE to FRC 1 year after final implementation decision.
 - (2) DESTROY 3 years after final implementation decision.

2. Special Project or Study Data.
 - (1) Questionnaires, interview notes, flow diagrams, tracking documents.
 - (a) RETIRE to FRC upon completion of study.
 - (b) DESTROY October 1991.
 - (2) Study data in machine readable form.
 - (a) Transfer to FRC not authorized.
 - (b) DESTROY October 1991.

3. Special Project final report.
 - (1) PERMANENT. Transfer to National Archives upon issuance.