

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE <input type="checkbox"/> X (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-58-96-3	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED JUN 21 1996	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Commissioner		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Sandra J. Myers	5 TELEPHONE 535-3936	DATE 10-22-96	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 records proposed for disposal on the attached ____ 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.		
DATE 6/19/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Boothe DeCarmin</i>	TITLE IRS Records Officer

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This collection of records was created and maintained by former Commissioners, Deputy Commissioners, their staff, and the former Executive Secretariat's Office. This collection of records dates from the 1970s through 1993.</p> <p>The <i>Commissioner and Deputy Commissioner</i> are responsible for establishing tax administration policy and developing strategic issues and objectives for the strategic management of the IRS.</p> <p>The <i>Executive Secretariat</i> worked closely with the Commissioner's immediate staff to ensure clear, concise, and timely flow of information into the Commissioner's Office and of the decisions and follow-up actions back to the responsible officials.</p>		

115-109

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