

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JAN 6 1975</b>	JOB NO. <b>NC - 58-75-4</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>3/21/75</i> Date	<i>[Signature]</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Treasury Department
2. MAJOR SUBDIVISION  
Internal Revenue Service
3. MINOR SUBDIVISION  
Intelligence-Regional & District Offices(RCS 207)
4. NAME OF PERSON WITH WHOM TO CONFER  
Hillary M. Davis
5. TEL. EXT.  
184-6711
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

12-30-74  
(Date)

*Ross H. Johnson*  
(Signature of Agency Representative)

Acting Program Manager,  
Records Management Program

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	The records covered by this schedule are created and/or accumulated in the Office of the Assistant Regional Commissioner (Intelligence), the Intelligence Division in all district offices and in offices below the district headquarters. <i>See attached RCS 207 for complete series descriptions.*</i> Correspondence Files. DISPOSE after 1 year.		
2.	General Correspondence Files. DISPOSE after 3 years.		
3.	Reports. DISPOSE after 3 years.		
4.	Internal Control Records. DISPOSE after 1 year.		
5.	Intelligence Career Program. DISPOSE after 2 years.		
6.	Case Analysis Reports. DISPOSE after 2 years.		
7.	Documents of Cashiers for Investigative Purposes. Retire after 3 years.		
8.	Internal Audit Reports. DISPOSE after 1 year.		

*Copy to Agency 3/27/75 [Signature]*  
*Copy to Field 3/31/75 [Signature]*  
*\*[CSR 3/14/75]*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	Special Investigative Equipment Custody and Control Reports. DISPOSE after 3 years.		
10.	Investigative Files. DISPOSE after 10 years.		
11.	Case Summaries. DISPOSE after 2 years.		
12.	Information Items. DISPOSE after 5 years.		
13.	Daily Diaries. DISPOSE after 10 years. Retire to Federal Records Center after 4 years.		
14.	Reports of Currency Transactions. DISPOSE after 5 years.		