

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 58 78 6
DATE RECEIVED	APR 14 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-18-78 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Roy Shiflett

5. TEL EXT
376-0593

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4-6-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ross A. Johnson</i>	E. TITLE Program Manager, Records Management Program
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>These records fall within the area of Records Control Schedule 112, IRS Data Center:</p> <p><u>Annual Return/Report of Employee Benefit Plan (Forms 5500, 5500-C, 5500-K and Other Related Forms)</u>, including all related schedules, documents, correspondence and exhibits, filed by the employer who maintains a plan or plans for employees and/or owner.</p> <p>(1) Hard Copy (input data for microfilming). (a) DISPOSE 7 years after end of processing year. (b) RETIRE to Federal Records Center 60 days after microfilming and film verification.</p> <p>(2) Microfilm (Original Silver Master Copy). (a) DISPOSE 7 years after end of processing year. (b) RETIRE to Federal Records Center 30 days after microfilming and film verification.</p> <p>(3) Microfilm (Working Master Copy).</p>	New Item	

sent to agency, all FRC's, new 4 items 4/20/78

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
2.	<p>(a) DISPOSE 5 years after end of processing year.</p> <p>(b) RETIRE to Federal Records Center 2 years after end of processing year.</p> <p><u>Employee Benefit Plan Microfilm Cumulative Film Accession Number Index Registers</u>, prepared in alphabetic, employer identification number and document locator number sequence.</p> <p>(1) DISPOSE 5 years after end of processing year.</p> <p>(2) RETIRE to Federal Records Center 2 years after end of processing year.</p>	New Item	