

Red NCO 27 MAR 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-58-79-2
DATE RECEIVED	27 MAR 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-10-79 Date	James B. Choad Archivist of the United States

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 _____ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/21/79	Ross H. Johnson	Program Manager, Records Management Program

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Quarterly Transmittal of Tax Withheld at Source (Form 4277), obsoleted after December 31, 1972. DESTROY 6 years after end of the processing year.</p> <p>NOTE: The processing year for this form was 1973, at the Philadelphia Service Center, therefore, we request a one-time disposal of these records in January 1980. Volume - 5 cubic feet.</p>		1 item.

Copies set to Agency; 3 NCI-P, 1 NNF; KED 4-16-79