

Revised NCD 26 Oct 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-58-80-1
DATE RECEIVED	10-26-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	11-9-79
acting	James E. O'Neil
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  
Ray O'Brien, Jr.

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~~ 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 10/26/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rosa A. Johnson</i>	E. TITLE 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
	<p>The records covered by this schedule are created in the Examination Division, the Data Center and in service centers, and accumulated in the Examination Division, National Office.</p> <p>RCS-102 ADMINISTRATIVE RECORDS</p> <p><u>Compromise Case Files</u> including original signed offer in compromise (Form 656 or equivalent forms), related abstracts and statement, factual reports, copies of decisions and related papers. The records relate to offers in compromise filed prior to July 1, 1953; additions to this file were discontinued upon final closing of cases involving offers filed prior to July 1, 1953. The case files for offers in compromise filed subsequent to that date are maintained in the district offices (NOTE: If a compromise case file contains an accepted installment offer or if an accepted offer involves a collateral agreement, the date of closing the case is the date the offer in compromise is paid in full or the date on which the terms of the collateral agreement have been fully complied with, whichever is the later date).</p> <p>(1) DESTROY after 30 years.</p>		

115-107

(2) RETIRE to Federal Records Center 5 years after close of file.

*copies bagged NAR 12-11-79 2 ITEMS*

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10/26/79

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Ross H. Thomson*

E. TITLE

Manager, Records Management Program

7. ITEM NO

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(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

These records covered in RCS-202 - Examination Division, pertains to the Office of the Assistant Regional Commissioner (Examination/Compliance) in the regional office, the Examination Division in all District offices and in subordinate field offices.

2. ~~103~~

Examination Record/Control Cards. AIMS Forms 5345 (Request/Group Control Card) and 5354 (Request Non-master File/Group Control Card) which contain pertinent data relating to the receipt, processing and final disposition of cases submitted to examining officers.

(1) Control Record Cards for field examination cases.

(a) DESTROY 3 years after case is closed.

(2) Control Record Cards for office examination cases.

(a) DESTROY after validation of inventory from AIMS Validation List.