

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*30 June 81*

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of the Treasury

2 MAJOR SUBDIVISION  
Internal Revenue Service

3 MINOR SUBDIVISION  
Facilities Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Raymond A. O'Brien, Jr.

5 TEL EXT

376-0593

LEAVE BLANK	
JOB NO	
<i>NCI-58-81-15</i>	
DATE RECEIVED	
<i>JUNE 30, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	Archivist of the United States

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 11 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
<i>6-30-81</i>	<i>Ross H. Thomson</i>	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
	<p align="center"><u>Records Control Schedule 119</u></p> <p>The records covered by this schedule are created and/or accumulated in the Office of the Director, Criminal Investigation Division, National Office. These records pertain to the criminal investigation program of the Service which includes the investigation of alleged criminal violations of tax laws (except Alcohol, Tobacco, and Firearms), and any other investigations as directed by the Commissioner.</p>		

*115-107*  
*closed*  
*27 June 81*

*45 copies*

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>1. <u>Administrative Office Files.</u></p> <p>(1) General Records of the Administrative Branch.</p> <p>(a) Correspondence and fiscal records including bank statements of undercover agents, imprest fund accounts, and expenditures for undercover activities and related travel vouchers.</p> <p>1 DESTROY when 3 years old.</p> <p>2. <u>Speeches File.</u> Copies of speeches prepared by the Management Information and Services Branch for the Director of the Criminal Investigation Division and the Assistant Commissioner for Compliance of the IRS.</p> <p>(1) DESTROY when 10 years old.</p> <p>(2) RETIRE to Federal Records Center when 5 years old.</p> <p>NOTE: Items 3 through 5 are reserved for future additions to the "Administrative Records" portion of this schedule.</p> <p><u>GENERAL PROGRAM RECORDS</u></p> <p>6. <u>Central Classified Files.</u> Documents including correspondence, memoranda, reports, publications, manuals, and other records reflecting all phases of the work of the Criminal Investigation Division. Included are records concerning Congressional and White House correspondence, legislative proposals, long-range plans, budget submissions, organization, staffing strengths, reports on projects, methods of operations and liaison activities with other Federal agencies, conferences and meetings, use of government vehicles, electronic surveillance, space and building management, employee suggestions, and other records relating to the functions and accomplishments of the Division.</p> <p>(1) Records documenting the programs, policies, and procedures of the Division.</p> <p>(a) PERMANENT.</p> <p>(b) RETIRE to Federal Records Center when 5 years old.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p> <p>WITHDRAWN</p>

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	(c) TRANSFER to National Archives and Records Service when 30 years old.		
	(2) Other Records.		
	(a) DESTROY when 5 years old.		
7.	<u>Special Reference Files.</u> General background information collected from various sources which provide information on general conditions in an area or an occupation as distinct from information on specific taxpayers. This file may consist of reports, newspaper and periodical clippings, information, statements and other data relating to the subject of the file. (Establish new file at five year intervals and bring forward item of current interest.)		WITHDRAWN
	(1) DESTROY when 10 years old, or when no longer needed in current operations, whichever is sooner.		
8.	<u>Chronological "Clip" Files.</u> Copies of correspondence and memoranda maintained at all levels throughout the Criminal Investigation Division with associated incoming correspondence and workpapers, notes, legal opinions, etc.		WITHDRAWN
	(1) Record copy.		
	(a) DESTROY when 3 years old.		
	(2) All other copies.		
	(a) DESTROY when 3 years old, or when no longer needed in current operations, whichever is sooner.		
9.	<u>Reference or Working Files.</u> Documents consisting of background material, short-term, routine administrative records or non-record reference materials.		WITHDRAWN
	(1) DESTROY when 2 years old, or when no longer needed for current business, whichever is sooner.		
10.	<u>Historical Materials.</u> Reports, statistical data, newspaper clippings, summaries of criminal actions, folders on prominent criminals, files relevant to the history of the Criminal Investigation Division from its beginning in 1919.		WITHDRAWN
	(1) PERMANENT.		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(2) RETIRE to Federal Records Center when 5 years old.</p> <p>(3) TRANSFER to National Archives and Records Service when 30 years old.</p> <p>NOTE: Items 11 through 20 are reserved for future additions to the "General Program Records" portion of this schedule.</p> <p><u>DIRECTOR'S OFFICE</u></p>		
21.	<p><u>Congressional Oversight Committee Responses.</u> Responses to inquiries prepared by branches for signature of the Director of the Criminal Investigation Division.</p> <p>(1) PERMANENT.</p> <p>(2) RETIRE to Federal Records Center when 5 years old.</p> <p>(3) TRANSFER to National Archives and Records Service when 30 years old.</p>		WITHDRAWN
22.	<p><u>National Office Review Program Reports.</u> General narrative reports prepared by National Office on all aspects of the program, such as, an evaluation of accomplishments or criticisms of failures. These records are maintained in the Director's Office and are used in management activities. All regions are covered within a 21 month cycle.</p> <p>(1) DESTROY when 10 years old.</p> <p>(2) RETIRE to Federal Records Center when 5 years old.</p>		WITHDRAWN
23.	<p><u>Recurring Reports.</u> Weekly, monthly, quarterly, and yearly narrative reports concerning the divisional programs and activities which are forwarded to the Assistant Commissioner (Compliance).</p> <p>(1) Annual Reports.</p> <p>(a) Record copy. (Maintained in Office of Assistant Commissioner, Compliance.)</p> <p>1 PERMANENT</p> <p>2 RETIRE to Federal Records Center when 5 years old.</p>		WITHDRAWN

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>3 TRANSFER to National Archives and Records Service when 30 years old.</p> <p>(b) Supporting Documentation.</p> <p>1 DESTROY when 5 years old.</p> <p>2 RETIRE to Federal Records Center when 2 years old.</p> <p>(2) Weekly Staff Report, Monthly Compliance Report, and Quarterly Briefing Report.</p> <p>(a) Current file year.</p> <p>1 DESTROY when 3 years old.</p> <p>(3) Branch Copies.</p> <p>(a) DESTROY when report is published or accepted.</p>		WITHDRAWN
24.	<p><u>Quarterly Narrative Regional Reports.</u> Reports prepared by each region to the Director as required by the Internal Revenue Manual. These reports relate to the activities of the regions in following the policies set by the National Office and give specific information on the projects and programs handled in the regions.</p> <p>(1) DESTROY when 5 years old.</p> <p>(2) RETIRE to Federal Records Center when 3 years old.</p>		WITHDRAWN
25.	<p><u>Internal Audit Files.</u> Reports and related workpapers and correspondence incouding reports on surveys, special studies, and investigations conducted jointly with other organizations.</p> <p>(1) Record Copy.</p> <p>(a) DESTROY 3 years after completion or issuance of report.</p> <p>(2) All other copies.</p> <p>(a) DESTROY when 3 years old, or when no longer needed for current business, whichever is sooner.</p>		WITHDRAWN

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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
26.	<p><u>Assistant Regional Commissioner Meetings Files.</u> Correspondence, agenda, minutes and other background material on Assistant Regional Commissioner (Criminal Investigation) meetings which are usually held several times a year.</p> <p>(1) Correspondence, agenda, and minutes of meetings.</p> <p>(a) DESTROY when 10 years old.</p> <p>(b) RETIRE to Federal Records Center when 2 years old.</p> <p>(2) Background material, transportation information, and the arrangements for such meetings.</p> <p>(a) DESTROY when 2 years old.</p> <p>NOTE: Items 27 through 30 are reserved for future additions to the "Director's Office Records" portion of this schedule.</p>		WITHDRAWN
<u>OPERATIONS BRANCH FILES</u>			
31.	<p><u>Subject Matter Records.</u> General records, reports, correspondence, newsclips, etc., associated with topic-subject matter areas, other than designated national programs or projects, assigned to branch employees who serve as resource personnel.</p> <p>(1) DESTROY when 10 years old.</p> <p>(2) RETIRE to Federal Records Center when 5 years old.</p>		WITHDRAWN
32.	<p><u>Undercover Records.</u> Requests made by field officials for undercover operations, responses to those requests, associated correspondence relating to confidential expenditures, reports of results, and other related notes and/or records.</p> <p>(1) DESTROY when 20 years old.</p>		WITHDRAWN
33.	<p><u>Project and Program Files of the Operation Branch.</u> National projects including the Narcotics Traffickers High Level Drug Leaders, Trust Fund, Illegal Tax Protesters, Return Preparers, Organized Crime (Strike Force), Special Enforcement Program, Operations Pirate, Haven, and Tradewinds, Project Ace and others</p>		WITHDRAWN

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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>focused on individuals and groups of people or industries/occupations. The files consist of operational reports, memoranda concerning liaison with other Federal enforcement agencies, correspondence between the National Office and field, reports on time and confidential expenditures, statistical summaries, etc.</p> <p>(1) DESTRUCTION NOT AUTHORIZED BY THIS SCHEDULE.</p> <p>(2) RETIRE to Federal Records Center when 5 years old.</p>		
34.	<p><u>Reports of the Operations Branch.</u> Documents including both periodic and non-recurring reports in statistical or narrative form concerning internal audits, visitations, Strike Force operations, electronic surveillance, liaison with other Federal enforcement agencies, quarterly narratives, and general situation reports for both the National Office and the regions.</p> <p>(1) Final reports which are not later integrated into Central Classified Files (Item 6).</p> <p>(a) DESTRUCTION NOT AUTHORIZED BY THIS SCHEDULE.</p> <p>(b) RETIRE to Federal Records Center when 5 years old.</p> <p>(2) Copies used for reference and temporary documents whose data is later summarized in more general reports.</p> <p>(a) DESTROY when 3 years old.</p>		WITHDRAWN
35.	<p><u>Fugitive Case Files.</u> Documents and information compiled for the preparation of wanted circulars.</p> <p>(1) DESTROY 3 years after cancellation of wanted circular.</p>		WITHDRAWN
36.	<p><u>Selection Committee Records.</u> Documents accumulated with the help of other enforcement branches of the IRS, selecting which targets will be chosen for investigation. Includes lists of possible targets and those which were chosen or those that required additional information before they would be selected, e.g., Narcotics Traffickers Project.</p> <p>(1) DESTROY when 3 years old.</p>		WITHDRAWN

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
47.	<p><u>Publications of the Criminal Investigation Division.</u></p> <p>(1) Record copy of each publication produced by the Division to include the Criminal Investigation Digest and supporting background file.</p> <p>(a) PERMANENT.</p> <p>(b) MAINTAIN Master Set in Criminal Investigation Division.</p> <p>(c) TRANSFER a duplicate set to the National Archives and Records Service in 10 year blocks.</p> <p>(2) Working papers concerning publication, including drafts, copies of manual supplements, requests for reprints of articles appearing in the Criminal Investigation Digest, requisitions for printing, and other background materials.</p> <p>(a) DESTROY when 6 months old, or when no longer needed for current business, whichever is sooner.</p>		WITHDRAWN
NOTE: Items 48 through 50 are reserved for future additions to the "Program Records" portion of this schedule.			
<u>MANAGEMENT INFORMATION AND SERVICES BRANCH</u>			
51.	<p><u>Investigative Equipment Property Records.</u> Records relating to the accountability of investigative equipment.</p> <p>(1) Purchase order files arranged chronologically by year, thereunder by number.</p> <p>(a) DESTROY 6 years and 3 months after date of final payment.</p> <p>(2) Surplus equipment files indicating disposition of used equipment which was no longer needed.</p> <p>(a) DESTROY when 6 years old.</p> <p>(3) Monthly transaction reports indicating action concerning individual pieces of equipment.</p> <p>(a) DESTROY when 10 years old.</p>		WITHDRAWN

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7.  
ITEM NO8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9  
SAMPLE OR  
JOB NO10  
ACTION TAKEN

37.

Immunity Requests. Requests made by various federal government offices for grants of immunity for particular individuals. Information includes name of case, courts, and concerned attorney in the Department of Justice, and clearance from the IRS that the grant would not interfere with any Criminal Investigation Division activities.

- (1) DESTROY when 10 years old.
- (2) RETIRE to Federal Records Center when 5 years old.

38.

Protested Cases. Cases referred from the field asking for a review of the regional counsel's decision not to prosecute. The protested case file is either returned to the field when the regional counsel decision is upheld or it is sent forward to the Chief Counsel of IRS when the regional counsel decision is challenged. Those cases which established a precedent or are unique for another reason are copies and the copies are retained.

- (1) DESTRUCTION NOT AUTHORIZED BY THIS SCHEDULE .
- ~~(2) RETIRE to Federal Records Center when 5 years old.~~

NOTE: Items 39 through 45 are reserved for future additions to the "Operations Branch Files" portion of this schedule.

PROGRAM BRANCH FILES

46.

Files on Agent Training Courses. Records relating to the Basic Income Tax Law Course (BITLC), Special Agent Basic Training School (SABS), Treasury Law Enforcement School, which was later changed to Criminal Investigator School (CIS) and courses concerning undercover work.

- (1) General administrative files on procedures for training IRS agents, as well as, special training given foreign agents.
  - (a) PERMANENT
  - (b) MAINTAIN Master File in Criminal Investigation Division.
  - (c) TRANSFER a duplicate file to the National Archives and Records Service in 10 year blocks.
- (2) Lists of attendees and instructors, schedules of classes, and information on students consisting of local addresses, photographs, evaluations, grades, and separate folders on outstanding and problem students.
  - (a) DESTROY when 3 years old.

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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
52.	<p>(4) Quarterly computer printouts showing the disposition of all investigative equipment.</p> <p>(a) DESTROY when 10 years old.</p> <p>(5) Property holdings files listing equipment held by individual offices.</p> <p>(a) DESTROY when 10 years old.</p> <p><u>Electronic Surveillance Records.</u> Records relating to electronic surveillance conducted by special agents.</p> <p>(1) National Office Case files and corresponding index card file. (Arranged alphabetically by name of individual under surveillance.)</p> <p>(a) DESTROY when 10 years old.</p> <p>(2) Special agent statements required in 1968 by the Senate Investigation into IRS electronic surveillance activities. Remarks relate to the individual agents surveillance role.</p> <p>(a) Microfilm copy.</p> <p>1 DESTRUCTION NOT AUTHORIZED BY THIS SCHEDULE.</p> <p>(b) Paper copy.</p> <p>1 DESTROY when no longer needed.</p> <p>(3) Manuals for the use of various pieces of surveillance equipment.</p> <p>(a) DESTROY when equipment is replaced.</p>		WITHDRAWN
53.	<p><u>Management Information System (MIS).</u> Records consisting of correspondence and computer output material as they relate to MIS.</p> <p>(1) Congressional correspondence, files documenting the initiation and impact of systems on the Criminal Investigation Division, and records reflecting the relationship between information gathering systems and the Freedom of Information and Privacy Acts.</p>		WITHDRAWN

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(a) PERMANENT.</p> <p>(b) RETIRE to Federal Records Center 10 years after guideline is superseded.</p> <p>(c) TRANSFER to National Archives and Records Service 30 years after guideline is superseded.</p> <p>(2) Magnetic Tapes.</p> <p>(a) DESTROY when 10 years old.</p> <p>(3) Computer Printouts.</p> <p>(a) DESTROY when 5 years old, or when updated, whichever is earlier.</p>		