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

| LEAVE BLANK |
|---|
| JOB NO NC1-58-82-12 |
| DATE RECEIVED 9-10-82 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |
| 9-23-82 Date — 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 Marcella Weston
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 1 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. per conversation w/ M. Weston, IRS, 1/11/83.

| C. DATE | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
|---|---|---|
| 9/9/82 | James F. Graham | Program Manager Records and Reports Management Program |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|---|---|---|---|
| | Pending revision of Records Control Schedule 203 for Employee Plans and Exempt Organizations (Regional and District Offices), request immediate authority to dispose of EP/EO paper records immediately after microfilming and verification. Disposition will be as follows: | NC1-58-80-10 | |
| 16,18,19, 21,22,23 | (1) Retain microfilm/microfiche records inaccordance with existing Records Control Schedule for paper records. TRANSFER TO FRC NOT AUTHORIZED per telephone conversation with M. Weston, IRS. 9-21-82 | | |
| | (2) Destroy paper records immediately after microfilming and microfilm verification. | | |
| | Mass Data Change Sheet Not Required | | 12 items |

115-107

Closed out: 9-27-82 CM
Copy to Agency

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4