

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NC1-58-83-2</i>	
DATE RECEIVED <i>10-5-82</i>	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>3-4-83</i> Date	<i>Robert May</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. 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 O'Brien

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.

C. DATE <i>9-22-82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James L. [Signature]</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
1.	<p>The records described below are created in the Office of Appeals-National Office. The change affects IRS Records Control Schedule 103, Item 8:</p> <p><u>Closing Agreement Files</u> consisting of summary schedules and/or originals of agreements on tax liabilities and related specific matters with supporting papers.</p> <p>a) Destroy when 10 years old. b) Retire to Federal Records Center when 5 years old.</p>	<p>II-NNA-2218</p> <p><i>RCS/103/8/1</i></p>	

115-107 *Mass Data Change Sheet Request*
Agency copies delivered 3/21/83 JH
NMF SENT NIT 7-12-83 by Dmin