

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 items

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
**Information Systems Branch - Facilities Management
Division**

4. NAME OF PERSON WITH WHOM TO CONFER
Fannie Dunn

5. TEL. EXT.
184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK.	
DATE RECEIVED NOV 18 1975	JOB NO. NCI-58-76-5
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 "with-drawn" in column 10.	
12-8-75 Date	<i>James B. Rhoads</i> Archivist of the United States

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.

11-13-75 *Rose Thomson*
(Date) (Signature of Agency Representative)

**Program Manager, Records
Management Program**
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p>Leave record cards, maintained independently of pay and earning records (including Standard Form 1130 when used as a leave record).</p> <p>a. Pay or fiscal copy</p> <p>(1) Final individual card showing accumulated leave on separation. Transfer to National Personnel Records Center, (NPRC) St. Louis, Mo., after audit by General Accounting Office or after 3 years whichever is earlier. NPRC will destroy when 10 years old.</p> <p>(2) All other pay or fiscal copies.</p> <p>DISPOSE when 3 years old.</p> <p>b. Other copies</p> <p>DISPOSE 12 months after the end of the leave year.</p>		

Copy to Agency 12-12-75