

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-01-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/7/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

N1-060-01-001 / 1/b until 01-01-2016

N1-060-01-001 / 1/c until 01-01-2016

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-060-01-001 / 1/a is superseded by DAA-0060-2015-0005-0001

N1-060-01-001 / 1/b is superseded by DAA-0060-2015-0005-0001 day forward from 01-01-2016

N1-060-01-001 / 1/c is superseded by DAA-0060-2015-0005-0001 day forward from 01-01-2016

N1-060-01-001 / 2 is superseded by DAA-0060-2015-0005-0001

N1-060-01-001 / 3a is superseded by DAA-GRS-2016-0016-0002

N1-060-01-001 / 3b is superseded by DAA-GRS-2016-0016-0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Tax Division

3. MINOR SUBDIVISION
Office of the Assistant Attorney General

4. NAME OF PERSON WITH WHOM TO CONFER
Rhonda Royal

5. TELEPHONE
202-616-1324

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-060-01-1

DATE RECEIVED
2/14/2001

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
2-13-01

ARCHIVIST OF THE UNITED STATES
[Signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE
2-13-01

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
Bernard W. Berglund

TITLE
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Office of the Assistant Attorney General Tax Division</p> <p>The Tax Division's primary function is to serve as a general purpose law firm for its principal client, the Internal Revenue Service (IRS). On behalf of the IRS, the Division handles virtually all civil litigation arising under the internal revenue laws except for those cases which are docketed in the U.S. Tax Court, and enforces the criminal tax laws by supervising or directly handling all criminal tax prosecutions.</p> <p>Files of Assistant Attorneys General, Tax Division (AAG/TAX).</p> <p>a. Policies and operations files. Files consist of all subject, project, chron and other correspondence relating to the policies and/or operations of the Tax Division.</p>	NC1-60-80-7	

cc: Agency, NARA, NAWM & 7/18/01

Disposition: Permanent. Cut off at the end of each AAG/TAX tenure. Transfer to the Washington National Records Center (WNRC) when no longer needed for reference, or two years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff.

- b. **AAG calendars and phone logs.** Paper versions of the Assistant Attorney General for the Tax Division's calendars and schedules. The calendars and schedules document business and personal appointments of the Assistant Attorney General, but add no substantive information about the meetings other than the place, time, and some of the participants.

Disposition: Temporary. Cut off at the end of each AAG/TAX tenure. Retire to the WNRC. Destroy three years after cutoff.

- c. **AAG electronic calendars.** Electronic versions of the Assistant Attorney General for the Tax Division's calendars and schedules. The calendars and schedules document business and personal appointments of the Assistant Attorney General, but add no substantive information about the meetings other than the place, time, and some of the participants.

Disposition: Temporary. Cut off at the end of each calendar year. Destroy when no longer needed for reference or at the end of the tenure of the AAG/TAX.

2. Files of all other legal employees in the Office of the Assistant Attorney General, consisting of subject, project, and other correspondence files documenting programs and activities relating to the Tax Division.

Disposition: Permanent. Cut off at the end of each individual's tenure. Retire to the WNRC when no longer needed for reference, or two years after cutoff, whichever is sooner. Transfer to the National Archives 15 years after cutoff.

3. Electronic mail and word processing system copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced..

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.