



# MANUAL TRANSMITTAL

Department of the Treasury  
Internal Revenue Service

1.15.38

MAY 14, 2012

## EFFECTIVE DATE

(05-14-2012)

## PURPOSE

- (1) This transmits obsolete IRM 1.15.38, *Records Management, General Records Schedule (GRS) 1, Civilian Personnel Records*.

## BACKGROUND

- (1) The general records schedules are issued by the Archivist of the United States to provide disposition authorization for records common to several or all agencies of the federal government. They have been adopted and prescribed for use by the Internal Revenue Service. The GRS contains records that are common to most offices. They include administrative records related to civilian personnel, fiscal accounting, procurement, communications, printing and other common functions.

## MATERIAL CHANGES

- (1) The IRM material has been moved to Document 12829, *General Records Schedules*, published April 2010. Document 12829 consolidates the material in IRM 1.15.38 through IRM 1.15.64.

## EFFECT ON OTHER DOCUMENTS

IRM 1.15.38 is obsolete. The information is published in Document 12829, *General Records Schedules*, catalog number 54713E.

## AUDIENCE

All divisions and functions

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