



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

1.15.53

JULY 27, 2012

EFFECTIVE DATE

(07-27-2012)

PURPOSE

- (1) This transmits obsolete IRM 1.15.53, *General Records Schedule (GRS) 16 - Administrative Management 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 relating 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IRM 1.15.53 is obsolete. The information is published in Document 12829, *General Records Schedules*, catalog number 31018e.

AUDIENCE

All divisions and functions.

J. Stuart Burns
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