

.03 IRS Report - Office of Budget, Contracts and Reporting

The Office of Budget, Contracts and Reporting is responsible for the following:

- Sorting and distributing the [CR530](#) and [CR550](#) reports to each local office as follows:
Sealing the envelopes used to send the reports.
Clearly marking the envelopes CONFIDENTIAL, IRS TAX INFORMATION.
- Sending the reports to the appropriate local offices.
- Shredding all IRS reports when they are returned by the local offices.
- Completing IRS Destruction reports.
- Maintaining a file of IRS Destruction and Internal Inspection Reports.