



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

PRIVACY, GOVERNMENTAL
LIAISON AND DISCLOSURE

March 14, 2024

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Affected IRM: 11.3.41.3.3.2.1

MEMORANDUM FOR ALL DISCLOSURE EMPLOYEES

FROM: Celia Y. Doggette /s/ *Celia Y. Doggette*
Director, Governmental Liaison, Disclosure and Safeguards

SUBJECT: Interim Guidance on retrieving Campus Examination files from
Centralized Examination Automation Support (CEAS)

This memorandum issues Disclosure policy on retrieving Campus Examination files from Centralized Examination Automation Support (CEAS), until IRM 11.3.41, Disclosure Case Processing and Inventory Management, is updated. This policy applies to all Disclosure employees who process IRS Freedom of Information Act (FOIA) requests.

Purpose: This Interim Guidance (IG) provides guidance on procedures to be followed when Examination files requested are determined to be Campus Examinations.

Background/Source(s) of Authority: 5 USC §552; 26 CFR §601.702

Procedural Change: FOIA caseworkers searching for Examination files that are in closed status, should first identify if there was a Campus Examination. If a Campus Examination was identified, the caseworker should obtain potentially responsive records from Centralized Examination Automation Support (CEAS) in lieu of submitting a F2275, Records, Charge and Recharge from the FRC.

See IRM 11.3.41.3.3.2.1(6) for additional information on securing records on CEAS.

To retrieve Examination files that are in a closed status, that are not a Campus Examination, a Form 2275, Records Request, Charge and Recharge, must be completed to retrieve the file from the appropriate FRC.

Effect on Other Documents: This guidance will be incorporated into IRM 11.3.41, Disclosure Case Processing and Inventory Management, by September 30, 2026.

Effective Date: March 14, 2024

Contact: If you have any questions, please contact Mary Brunelle, Senior Disclosure Analyst.

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