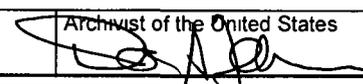


Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	Department of State
2 Major Subdivision	Bureau of Resource Management
3 Minor Subdivision	Office of State Programs, Operations and Budget
4 Name of Person with whom to confer	5 Telephone (include area code)
Alice L. Murray	(202) 261-8339

Leave Blank (NARA Use Only)	
Job Number	NI-059-10-12
Date Received	5/13/2010
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
17 July 12	

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 5 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 has been requested

Signature of Agency Representative Tasha M. Thian 	Title Agency Records Officer	Date (mm/dd/yyyy) 04-29-2010
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached		

**Bureau of Resource Management
Budget and Funds Management**

Item 1 Department of State Annual Budget Statements

Description: Published budget statements and justifications used to support the final consolidated Department budget submitted to Congress. Records include documents such as the Budget in Brief, Congressional Budget Justification, and Executive Budget Summary

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer one copy of each annual statement to NARA in 5-year blocks when 25 years old.

Restrictions. None

DispAuthNo: Supersedes NARA Job No NC1-59-81-4, item 2a

Item 2 Budget and Funds Management Directives

Description: Consists of RM/BP-issued instructions and procedures for the preparation of the Department's budget, its execution, and related Office of Management and Budget circulars and directives.

Disposition: Temporary. Cut off when superseded or after issuance of new circular or directive. Destroy 4 years after cutoff or when no longer needed for reference purposes, whichever is later

DispAuthNo: Supersedes NARA Job No NC1-59-81-4, item 3

Item 3a Central Resource Management System (CRMS)

The CRMS serves as the central repository for all Department budget data.

Description: a. Master File

Contains annual data on all sources of funds (appropriations, fees, etc.) and resource requirements for the Department relating to budget execution, including budget requests, financial planning,

5a Allotment and Apportionment Controls

Description: Includes Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-1501A) worksheets, and related correspondence.

a. Records covering one-year or multi-year funds

Disposition: Temporary. Cut off at the end of the fiscal year in which the funds were appropriated. When 5 years old, break down file, and retain only: SF-132, Apportionment and Reapportionment Schedule; SF-1151, ~~Appropriation Transfer~~; and related Treasury warrants. Destroy remaining documents 10 years after cutoff date.

Non-Expenditure
Transfer
Authorization

DispAuthNo: Supersedes NARA Job No. NC1-59-79-15, item 1

Item 5b Allotment and Apportionment Controls

Description: Includes Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-1501A) worksheets, and related correspondence

b. Records covering no-year funds.

Disposition: Temporary. Destroy when no longer needed for reference or audit purposes.

DispAuthNo: Supersedes NARA Job No. NC1-59-79-15, item 1