

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

- 1 FROM (AGENCY OR ESTABLISHMENT)  
Department of the Treasury
- 2. MAJOR SUBDIVISION  
Office of Administrative Programs (OAP)
- 3. MINOR SUBDIVISION  
Economic Stabilization Programs (ESP)
- 4. NAME OF PERSON WITH WHOM TO CONFER  
John P. Heard
- 5. TEL EXT  
code 184x8081
- 6. CERTIFICATE OF AGENCY REPRESENTATIVE  
(964-8081)

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DATE RECEIVED <b>APR 16 1975</b>	JOB NO <b>NC-432-75-2</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
(Date) <b>5-1-75</b>	(Title) <i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

11 April 1975

*J. G. Gwinn*  
J. G. Gwinn

Department Paperwork  
Management Officer

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>RECORDS OF THE ECONOMIC STABILIZATION PROGRAMS, 1971-1974 (Record Group 432)</p> <p>The various agencies and other entities of the Economic Stabilization Programs (ESP) were established by a series of Executive Orders based on the Economic Stabilization Act of 1970. Their purpose was to achieve and maintain wage and price stability. Initially, organization was loose, with a number of agencies exercising separate functions. Later, all of the predecessor and concurrent agencies were combined under or delegated authority by the Cost of Living Council (CLC). Thus, in addition to the records of the Council, this schedule covers records of the Office of Emergency Preparedness (records actually transferred to CLC only), and all of the records of such entities as the Price Commission, the Pay Board, the Rent Advisory Board, and the Construction Industry Stabilization Committee. All ESP agencies were abolished on July 1, 1974, and the responsibility for winding up was transferred to the Office of Economic Stabilization (OES), Department of the Treasury, for the six months July 1-December 31, 1974. On January 1, 1975, the remaining functions were transferred to the Assistant Secretary for Administration in the Department, who assigned responsibility for providing for the disposition of all records, furnishing reference service, and vacating the Council's premises by June 30, 1975, to the Office of Administrative Programs. After that date remaining functions like litigation, public inquiries and reference service, are to be absorbed into the structure of the Department.</p>		
	<i>Copy to Agency + WNRC 5/6/75 AD</i>		<i>18 items</i>

SCHEDULE SUPERSEDED: This schedule supersedes ESP schedule NC-432-75-1, approved December 23, 1974, which was an interim schedule covering the program case files, now covered under item 2 of this schedule. The retention period remains the same.

RECORDS NOT COVERED:

1. Records of the Office of Emergency Preparedness (RG 396) transferred to the National Archives under job number NN-373-285, dated November 21, 1973, and active records which it transferred to Internal Revenue Service field offices.
2. Records created by the Internal Revenue Service. These are covered by that agency's own schedules as part of Record Group 58. Job numbers NC-174-096, 04 Jan 74, & NC-174-239, 12 Jun 74 (National Office, RCS 113); NN-173-240, 14 May 73, & NC-174-240, 28 May 74 (Regional & District Offices, RCS 213).

TEMPORARY PROHIBITION ON THE DESTRUCTION OF CERTAIN TELECOMMUNICATIONS

RECORDS: Pretrial Order No. 1, February 20, 1975, in the case United States v. American Telephone and Telegraph Company, U.S. District Court, District of the District of Columbia, Civil No. 74-1698, requires the retention of any "records or analysis" dealing with telecommunications until the Court removes or amends the restrictions. At the time of the preparation of this schedule the scope of the order was not clear, therefore no records may be destroyed under this schedule without an individual determination that the records are, in fact, eligible for destruction.

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1. POLICY PLANNING, DEVELOPMENT & IMPLEMENTATION FILES ("Subject Correspondence Files"), with indexes. All organizations, including the official files of the Director and the Deputy-Director, CLC, and other top officials, with their separate indexes, if any; administrative files at the policy level; transcripts of minutes and hearings, including voice tapes; and chronological ("day" or "reader") files annotated for use as indexes or other finding aids.

DISPOSITION: PERMANENT. OFFER to National Archives for direct accession by 30 June 1975.

2. CASE FILES. Wage & price determination program case files, litigation case files, and their indexes.

- a. ONE PER CENT SAMPLE OF CASE FILES SELECTED FROM ALL CLASSES FOLLOWING. Cases selected by NARS and ESP agencies or their successors.

DISPOSITION: PERMANENT. OFFER to National Archives 01 July 1984. Selection to be completed by 31 December 1984 (so that remainder may be destroyed as provided for below).

CRITERIA FOR SELECTION: Cases should balance both the successes and failures of the program. A judicious selection includes files which reveal ordinary and extraordinary problems. Unusual records should be chosen for their illustration of new approaches and techniques, the precedents which they set, their effect on policy, and the new administrative, social, political, and legal problems they engender and the solutions they promote. There is no requirement that the volume selected be as high as one per cent where, in the considered judgement of those making the selection, less files will adequately portray the workings of the program.

- b. PROGRAM CASE FILES, including microfilm (e.g., of the Price Commission), consisting principally of applications for wage and price determinations, and containing forms and correspondence received from business entities required to report to agencies of the Program and documents created by the agencies in response.

DISPOSITION: TRANSFER to Washington National Records Center no later than 30 June 1975. DESTROY 01 January 1985.

- c. GENERAL COUNSEL CASE FILES, such as the "Litigation General Files" of the Cost of Living Council, consisting of investigation of complaints, determinations, and resolutions. Supplementary to program files generally, with some reference files relating to cases in which the United States is not a party. Most cases did not proceed to litigation, but were closed administratively for a number of reasons, for instance, no prima facie case, poor litigation potential, and correction or resolution of the complaint by rebate, agreement or stipulation.

2. c. (1) CASES PROCEEDING TO LITIGATION IN WHICH THE UNITED STATES IS A PARTY.

DISPOSITION: TRANSFER to the Department of the Treasury or to the Washington National Records Center, whichever is appropriate, no later than 30 June 1975. DESTROY six years after the date of the last action in the case or on 01 January 1985, whichever is later.

- (2) OTHER GENERAL COUNSEL CASE FILES.

DISPOSITION: TRANSFER to the Washington National Records Center no later than 30 June 1975. DESTROY 01 January 1985.

- d. INDEXES, including Records Transmittal and Receipt (SF 135's) file for records transferred to Federal Records Centers by the Internal Revenue Service under Record Group 58.

DISPOSITION: TRANSFER to the Department of the Treasury no later than 30 June 1975. DESTROY 01 January 1985 or when the records to which they relate are destroyed, whichever is sooner. Not to be preserved as part of the archival sample, item 2a.

3. DATA FILES, including electronic data processing media (EDP records) such as tapes, printouts and program documentation. Compiled principally by the Operations Division (OP), but including any other data files which supplement them.

- a. END-PRODUCT DATA FILES consisting of final tabulations, reports and summaries, cumulative and non-cumulative, together with all related program documentation files and indexes. The provision for non-cumulative files is intended to assure the preservation of special or one-time compilations. Files which preserve earlier data in recognizable form are "cumulative". Files which contain information preserved in later editions are considered duplicates, and are to be destroyed under the authority of item 3b.

DISPOSITION: PERMANENT. OFFER to National Archives for direct accession by 30 June 1975.

3. b. OTHER DATA FILES.

DISPOSITION: DESTROY ON SITE OR ERASE, as appropriate, on approval of this schedule.

4. PUBLIC COMMENTS ON PROPOSED RULE-MAKING RECEIVED BY THE GENERAL COUNSEL. Correspondence and supporting data from interested individuals and businesses on proposed rules. ca. 4 cubic feet.

DISPOSITION: PERMANENT. OFFER to National Archives for direct accession by 30 June 1975.

5. WAGE INTERPRETATION AND RULING FILES (GENERAL COUNSEL). Unpublished interpretations and rulings in response to requests by interested parties, consisting of originals of requests received and copies of replies sent. Phases II, III & IV. Continuing administrative value extending beyond 30 June 1975. Transferred to Department of the Treasury, 26 March 1975. Index. 8 cubic feet.

DISPOSITION: PERMANENT. TRANSFER to Washington National Records Center when non-current. OFFER to National Archives when administrative use substantially ceases, or on 01 January 1985, whichever is later. REVIEW STATUS EVERY THREE YEARS if administrative need is determined to exist on 31 December 1984. Continued agency retention not authorized beyond 1984 unless justification in writing by person asserting the need is made a matter of record at the time of each review.

6. GENERAL PUBLIC CORRESPONDENCE FILES. Incoming correspondence from the general public received either directly (Office of Operations) or as constituent mail forwarded by congressmen (Office of Congressional Affairs), with copies of standardized replies sent by the agencies. Volume in excess of 300 cubic feet.

a. ARCHIVAL SAMPLE. Seven folders from the Office of Operations and eight folders from the Office of Congressional Affairs.

DISPOSITION: PERMANENT. OFFER to the National Archives for direct accession by 30 June 1975.

b. OTHER.

DISPOSITION: DESTROY ON SITE on approval of this schedule.

7. PUBLIC DISCLOSURE REQUEST FILES, such as Forms CLC 2 (Phase III) & CLC 22 (Phase IV) series, Decisions and Orders series ("D&O's"), and facilitative records, including indexes, tabulations and reports, consisting of duplicates and extracts of records contained in the case files or relating exclusively to servicing of the requests, and having continuing indefinite administrative value extending beyond 30 June 1975.

DISPOSITION: TRANSFER to Department of the Treasury no later than 30 June 1975. TRANSFER to Washington National Records Center when reference need declines sufficiently to allow adequate servicing from the Center, provided that the records are to be retained at least three more years. DESTROY 01 January 1985 or one year after administrative value has ceased, whichever is later. REVIEW for destruction by 31 December 1984 and, if determined to have continuing administrative value, every three years thereafter. Continued retention authorized only upon written justification of need over signature of the person asserting the need.

8. ADMINISTRATIVE FILES (Facilitative or "Housekeeping" Records), other than the permanent policy files (item #1) and the Public Disclosure Request Files (item #7).
- a. RECORDS FOR WHICH EXPLICIT PROVISION FOR DESTRUCTION IS MADE UNDER THE GSA GENERAL RECORDS SCHEDULES OR THE TREASURY EQUIVALENTS.

DISPOSITION: APPLY appropriate schedules.

- b. OTHER ADMINISTRATIVE RECORDS.

DISPOSITION: TRANSFER to Washington National Records Center no later than 30 June 1975. DESTROY 01 July 1978.

9. ISSUANCES, internal and external, published and unpublished, with related indexes, including, but not limited, to:-

Historical Working Papers on the Economic Stabilization Program (three-volume history; "Compendium").

Press Releases

Speech Files, including voice tapes (Public Affairs)

Federal Register notices, official submission copy

Decision Lists

Submission Reports

Weekly Summary

Published Reports & Studies (e.g., the Quarterly Reports)

Special Law Reporters:-

Stabilization Reference Materials Service (SRM)

IRS Stabilization Program Guidelines

Weekly Reports (e.g., IRS, ESP)

Internal Orders & Directives

Bulletins

Pamphlets

Organizational telephone books & name lists

Transcripts of testimony, e.g., before congressional bodies.

RECORD SET. One copy only.

DISPOSITION: PERMANENT. OFFER to National Archives for direct accession by 30 June 1975.

10. INFORMATION CENTER REFERENCE FILES ("BAT INFO"). Reference files compiled by the Price Commission Information Center (PCIC) and its successor, the CLC Information Center, in conjunction with the Battelle Institute, Columbus, Ohio. Three series consisting of electrostatic copies of mainly published articles from non-professional magazines and journals, and newspaper clippings, together with indexes and other facilitative records such as copies of reference requests. No interpretation, summarization or synopsis added by compiler. ca. 50 cubic feet.

DISPOSITION: DESTROY ON SITE on approval of this schedule.

11. AUDIO-VISUAL MATERIALS not provided for elsewhere in this schedule. Informational, educational, and program aids consisting of voice tapes, phonograph recordings, motion pictures, film slides, photographs, and graphic media such as charts and displays.

RECORD SET. One copy only.

DISPOSITION: PERMANENT. OFFER to National Archives for direct accession by 30 June 1975.