

R 6351-~~PL~~ITEMS

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Economic Opportunity

2. MAJOR SUBDIVISION
Office of the Controller

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Barbara E. Gaffney A/ADM

5. TEL. EXT.
193-45418

LEAVE BLANK	
DATE RECEIVED FEB 14 1973	JOB NO.
DATE APPROVED	173-144
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
3-273 DATE	<i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 4 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

Feb 12, 1973
(Date)

J. B. Cieslowski
(Signature of Agency Representative)

Records Mgt Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3100-3199	PLANNING, PROGRAMMING, BUDGETING RECORDS. These records document the basic strategies for carrying out OEO statutory functions, both for staff support and program operations, pursuant to the Economic Opportunity Act of 1964, as Amended, in designing and establishing new programs, in requesting and justifying appropriations for Agency operation, and in conducting, coordinating, and reporting the progress of existing programs.		
3100	PLANNING, PROGRAMMING, BUDGETING RECORDS.		
3120	<i>1.</i> <u>Program Goals and Objectives.</u> Records documenting the identification of program emphasis and the strategy developed in overall planning to carry out the functional and staff support responsibilities of the Agency.		
	<i>1a.</i> Disposition: Program Level and Agency Office of Record: <u>Permanent</u> . COF end of FY. Retire to FRC 5 years after COF. All other offices: Destroy when no longer needed for reference.		
	<i>1b.</i>		
3130	<i>2.</i> <u>Planning and Programming Records.</u> Records pertaining to the detailed planning of programs and activities to put into effect the statutory responsibilities of the Agency as well as the individual program area functions. Include but are not limited to records created in developing long range plans; alternatives to such plans; research, demonstration, evaluation and other long-range plans; multi-year program plans; new program directions; and plans for resolution of special planning or programming problems.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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3130 2a. 2b.	(cont.) Disposition: Program Level and Agency Record Copy: <u>Permanent</u> . COF end of FY to which plan pertains. Retire to FRC 5 years after COF. All other copies: <u>Temporary</u> . COF end of FY. Destroy after 3 years, or when no longer needed for reference.		DISPOSED BY [Signature]
3140	<u>Budgeting Records</u> . Records (including budget preparation, presentation, apportionment and reporting records) created at all levels of Agency organization representing consolidated submissions from program area or equivalent to the Agency budget office, including submission of the official Agency budget request. Include files accumulated in the course of formulating budget for submission to OMB and to the Congress; in defending requests for funds before both bodies; and in ensuring that the funds are used according to appropriations specified.		
3140.1 3.	<u>Budget Presentation Guidelines and Policy</u> . Reproduced or printed Federal or Agency directives or guidelines for format and procedures for the Budget Presentation itself. Include copies of Agency policy letters and office/Agency procedures. Disposition: <u>Permanent</u> . Update, carry forward to current files.		
3140.2 4.	<u>Budget Policy and Procedures Correspondence Files</u> . Correspondence of an essential nature generated in the conduct of the budgeting and progress reporting of the Agency. Shows agency policy and procedures governing budget administration and reflects policy decisions affecting expenditures for Agency programs. Includes originals and record copies of policy letters and office/agency procedures. Disposition: Official Budget Office: <u>Permanent</u> . Retire to FRC 3 years after close of FY of budget. All other offices: PIF end of FY; destroy 2 years after close of FY covered by budget.		DISPOSED BY [Signature]
3140.3 4a. 4b.	<u>Budget Presentation (Submission) Files</u> . Records from the operating level to Agency level of budget presentation and supporting internal papers and reports. Includes summary statements of appropriations and expenditures, contract authorizations, and receipts; narrative summary statements; and supporting documents as well as schedules of obligations and statements pertaining		DISPOSED BY [Signature]

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3140.3.1 5.	<p>to each type of appropriation and fund under which the Agency operates. Includes additional supporting data pertaining to objects of expenditure; particular Agency programs; various types of service operations, such as personnel and payroll activities; revisions made at direction of OMB prior to submission to Congress of total Presidential budget; and copies of testimony before Congressional appropriations committees and of various exhibits and other data submitted in defense of the budget.</p> <p><u>Record Copies of Budget Submission.</u> Program area level or higher organizational submissions, comprised of appropriation language sheets, narrative statements, and related schedules and data.</p> <p>Disposition: <u>Permanent.</u> Transfer formal budget office records to FRC 3 years after close of FY covered by the budget.</p>		
3140.3.2 6.	<p><u>Budget Presentation Work Papers.</u> Records accumulated in preparation of annual budget estimates, including duplicates for papers included in file copies of budget estimates (3140.3.1 above).</p> <p>Disposition: <u>Temporary.</u> Dispose 1 year after close of FY covered by budget.</p>		<u>Disposed</u>
3140.4 7.	<p><u>Apportionment and Reapportionment Request Records.</u> Records of formal requests made of OMB on proposed quarterly obligations under each authorized appropriation.</p> <p>Disposition: <u>Temporary.</u> Dispose 2 years after close of FY involved.</p>		<u>Disposed</u>
3150	<p><u>Budgetary Reporting Records.</u> Record copies of periodic progress reports on the status of appropriation accounts and apportionments. Includes regional status reports as well as consolidated Agency reports.</p>		
3150.1 8.	<p><u>End of Fiscal Year Report.</u> Report on status of all appropriation accounts, by appropriation title, giving total amounts still available, the nature of amounts available and the relation of the obligations to the payments.</p> <p>Disposition: <u>Temporary.</u> Destroy 5 years after close of FY involved.</p>		<u>Disposed</u>

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3150.2 9.	<p><u>All Other Budget Reports.</u> As above described but submitted on quarterly or monthly basis, or other schedules reporting period, on status of appropriations and other authorizations.</p> <p>Disposition: Destroy 4 years after close of FY involved.</p>		<p><u>DISPOSAL AUTHORIZED</u></p>