

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-443-983
1. FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED	11-09-98
2. MAJOR SUBDIVISION National Institutes of Health		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of the Director, Office of Financial Management			
4. NAME OF PERSON WITH WHOM TO CONFER Leslie D. Watson	5. TELEPHONE 301-496-2833	DATE	ARCHIVIST OF THE UNITED STATES
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 <u>4</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		5-25-99	<i>John W. Carl</i>
DATE OCT 27 1998	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes</i> A Prentice Barnes	TITLE DHHS Records Management Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Approval is requested to schedule NIH Budget files (policy and justification related documents) in the NIH Records Control Schedule, B-361. These files will be covered under Series 2100 BUDGET, Items 2100-A and 2100-A-2. In addition, a new Item 2100-A-7 Electronic Budget Records was created to cover the electronic versions of these records.</p> <p>NIH Budget Offices located in the various Institutes and Centers throughout the NIH are responsible for the full range of budget formulation, executive, presentation and justification of the NIH total budget. Currently, the files are unscheduled, "DISPOSAL NOT AUTHORIZED."</p> <p>BOLDED Text indicates changes made to record series.</p>		

2100 Budgeting

Records accumulated in budget preparation, presentation and apportionment. These record disposition instructions apply to those records created and maintained in the Office of Financial Management and the IC Budget Offices.

EXCLUDED from this chapter are

- (1) Accountability Records; (See section 1900-A).
- (2) Expenditures Accounting records; (See section 1900-B).
- (3) Budget related documents located in administrative files specifically identified in section 1100-M.

2100-A-1 Budgeting Policy Files:
Correspondence or subject files documenting NIH policy and procedures governing budget administration, ~~and reflecting policy decisions affecting expenditures for NIH and IC programs.~~

L.W. 2/19/99

Located in Office of Financial Management and IC Budget Offices.

Disposition: Transfer to the Federal Records Center 5 years after the close of the fiscal year covered by the budget. Destroy when 15 years old.

Annual Accumulation: Less than 1 cubic foot.

2100-A-2 Budget Estimates and Justifications Files, including appropriations language sheets, narrative statements, and related schedules and data used to estimate and justify the NIH and/or IC budget.

Located in Office of Financial Management and IC Budget Offices.

Permanent.

Disposition: Transfer to the Federal Records Center ~~when 10 years old or when no longer needed for reference or administrative purposes.~~

Transfer to NARA

~~Destroy when 20 years old.~~

Annual Accumulation; Less than 1 cubic foot.

THE SERIES LISTED BELOW WILL REMAIN THE SAME.

~~2100-A-3 Budget Correspondence Files in formally organized budget offices pertaining to routine administration, internal procedures and other budget-related matters EXCLUDING correspondence files related to budget policy (item 2100-A-1).~~

WITHDRAWN

~~Disposition: Destroy when 2 years old or when no longer needed for administrative purposes, whichever is sooner.~~

~~2100-A-4 Budget Reports: Periodic reports on the status of appropriation accounts and apportionment.~~

~~a. Annual report (end of fiscal year).~~

Disposition: Destroy when 5 years old or when no longer needed for administrative purposes, whichever is sooner.

WITHDRAWN

b. All other budget reports.

Disposition: Destroy 3 years after end of the fiscal year.

WITHDRAWN

2100-A-5 Budget Apportionment Files: Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

Disposition: Destroy 2 years after the close of the fiscal year or when no longer needed for administrative purposes, whichever is sooner.

WITHDRAWN

2100-A-6 Budget Background Records: Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of paper described in item 2100-A-2, and originating offices' copies of reports submitted to budget offices.

Disposition: Destroy 1 year after the close of the fiscal year covered by the budget or when no longer needed for administrative purposes, whichever is sooner

WITHDRAWN

NEW ITEM

2100-A-7 Electronic Budget Records: Electronic versions of budget records created either by electronic mail, word processing applications, ~~spreadsheet applications, or database management applications.~~

Disposition: Delete when file copy is generated. ~~For example, electronic version is no longer needed for updating, administrative purposes, legal, audit, or other operational purposes.~~

NIH Clearances:

<u>Neil R. Past.</u> Assistant Director for Budget Office of the Director, NIH	<u>7/26/98</u> DATE
<u>Janece V. Little</u> Director, Office of Financial Management Office of the Director, NIH	<u>7/27/98</u> DATE
<u>Robert J. Stinson</u> Office of General Counsel, NIH	<u>7/31/98</u> DATE
<u>Thomas J. Wheeler</u> NIH Records Management Officer	<u>8/26/98</u> DATE