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

|  |                                |
|--|--------------------------------|
| <b>Leave Blank (NARA Use Only)</b>   |                                |
| Job Number   | NI-059-10-12                   |
| Date Received  | 5/13/2010                      |
| <b>Notification to Agency</b><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |                                |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<br>Tasha M. Thian | Title<br>Agency Records Officer | Date (mm/dd/yyyy)<br>04-29-2010 |
|--|---------------------------------|---------------------------------|

| 7 Item Number | 8 Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |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,

apportionment, allotment, reimbursement, and foreign currency exchange analysis Data covers FY1999 to present

**Disposition:** Temporary Cut off at end of fiscal year Delete or destroy data 15 years after cutoff or when no longer needed, whichever is later

**DispAuthNo:** Pending (new)

**Item 3b Central Resource Management System (CRMS)**

**Description:** b. Outputs

Includes Allotment Reports, Status of Reimbursements by Reimbursing Agency (Agency Report), All Agreements Detail by Appropriation – External and Collections, and Reimbursements Earned/Allotted and to be Earned/Allotted.

**Disposition:** Temporary. Destroy 5 years after the end of the fiscal year covered by the data or when no longer needed for audit or reference purposes, whichever is later

**DispAuthNo:** Supersedes NARA Job No. NN-175-73, items 17a and 17b

**Item 4 Reimbursement Agreement Files**

**Description:** Filed by fiscal year, and therein by agreement number. Consist of reimbursement agreements and estimates for various administrative support services provided by the Department of State for other Federal agencies, and related correspondence, reports, and working papers.

**Disposition:** Temporary Destroy when 10 years old

**DispAuthNo:** Supersedes NARA Job No NN-173-75, item 14

**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