

Request for Records Disposition Authority

Records Schedule Number DAA-0051-2015-0001
Schedule Status Approved

Agency or Establishment Office of Management and Budget
Record Group / Scheduling Group Records of the Office of Management and Budget
Records Schedule applies to Major Subdivision
Major Subdivision Resource Management Offices
Schedule Subject Records of the Resource Management Offices
Internal agency concurrences will be provided No

Background Information

The Office of Management and Budget (OMB) is the largest office within the Executive Office of the President (EOP). OMB's primary purpose is to assist the president in overseeing the preparation of the Federal budget and to supervise its administration in Executive Branch agencies. In helping to formulate the President's spending plans, OMB evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities. OMB also measures the quality of agency programs, policies, and procedures and to see if they comply with the President's policies. It ensures that agency reports, rules, testimony, and proposed legislation are consistent with the President's Budget and with Administration policies.

The Bureau of the Budget, OMB's predecessor, was established as a part of the Department of the Treasury by the Budget and Accounting Act of 1921. The Bureau was moved to the EOP in 1939, and reorganized into the Office of Management and Budget in 1970. Reorganization in the 1990s removed the distinction between management staff and budgetary staff, combining the dual roles into single program examiner positions within five Resource Management Offices (RMOs).

RMOs, the largest component of OMB, account for half its entire workforce. They are organized along functional lines mirroring the Federal government. Each is led by an OMB associate director. Program examiners monitor one or more Federal agencies or are assigned to a topical area, such as issues relating to Navy warships. They are expected to give expert advice on all aspects relating to their programs regarding both management and budget issues. They annually review agency budget requests and help decide what

resource requests will be sent to Congress as part of the President's Budget. They perform program evaluations, review proposed regulations and agency testimony, analyze pending legislation, and oversee aspects of the President's Management Agenda.

This schedule covers records from the Obama Administration to present.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	2	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0051-2015-0001

Sequence Number	
1	Review and Oversight Records Disposition Authority Number: DAA-0051-2015-0001-0001
2	Resource Management Office (RMO) Publications Disposition Authority Number: DAA-0051-2015-0001-0002
3	Information Requests and Response Records Disposition Authority Number: DAA-0051-2015-0001-0003
4	Budget Preparation Records Disposition Authority Number: DAA-0051-2015-0001-0004
5	Budget Submissions and Strategic Plan Records Disposition Authority Number: DAA-0051-2015-0001-0005
6	Final Budget Submission Records Disposition Authority Number: DAA-0051-2015-0001-0006
7	Budget Execution Records Disposition Authority Number: DAA-0051-2015-0001-0007

Records Schedule Items

Sequence Number	
1	<p>Review and Oversight Records</p> <p>Disposition Authority Number DAA-0051-2015-0001-0001</p> <p>Records created and received in review and oversight of agency policies, procedures, publications, and proposed legislation. Includes correspondence, memorandums, reports, presentations, spreadsheets, notes, and other documentation related to budget briefing and decisions, policy formulation and legislative assessments and clearances.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-51-79-3, item 3 NC1-51-79-4, item 3 NC1-51-79-5, item 3 NC1-51-79-6, item 3 NC1-51-79-8, item 3 NC1-51-79-9, item 3</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the Budget Year.</p> <p>Retention Period Destroy 10 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Resource Management Office (RMO) Publications</p> <p>Disposition Authority Number DAA-0051-2015-0001-0002</p> <p>Publications for which the Resource Management Offices bear primary responsibility including, but not limited to report on regional and forest fires, Trouble Asset Relief Program (TARP) reports and ad hoc reports and publications requested by Congress, the Executive Office of the President, or other Federal agencies.</p> <p>Final Disposition Permanent</p>

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the Presidential Administration.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

Additional Information

First year of records accumulation **2009**

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2017**

How frequently will your agency transfer these records to the National Archives? **Unknown
To be determined at appraisal.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		50 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Information Requests and Response Records

Disposition Authority Number **DAA-0051-2015-0001-0003**

RMO responses to information requests from other OMB offices and contributions to publications (e.g. President's Budget) issued by other OMB offices.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the Budget Year.

Retention Period

Destroy 6 year(s) after cutoff

Additional Information

GAO Approval

Not Required

Budget Preparation Records

Disposition Authority Number DAA-0051-2015-0001-0004

Records created in the process of review, oversight, and preparation of President's budget. Includes, but it s not limited to, guidance to agencies on preparing strategic plan and budget request; records of pass back to, and appeal from, agencies; records of negotiations between agencies and Congress, such as testimony and questions for the record, RMO Director's review books; records documenting analysis of decisions and options; score tracking records; and projections and forecasts pertaining to budget formulation.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

GRS or Superseded Authority Citation

NC1-51-79-3, item 9
NC1-51-79-4, item 8

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the Budget Year.

Retention Period

Destroy 10 years after cutoff, but longer retention is authorized if required for business use.

Additional Information

GAO Approval

Not Required

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Budget Submissions and Strategic Plan Records

Disposition Authority Number

DAA-0051-2015-0001-0005

Budget estimates, justifications, and submissions, and strategic plans as received from agencies.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the Budget Year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 years or 25 years after cutoff, or after declassification review (when applicable), whichever is later.**

Additional Information

First year of records accumulation **2009**

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2017**

How frequently will your agency transfer these records to the National Archives? **Unknown**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 GB	
Paper	15 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

Final Budget Submission Records

Disposition Authority Number **DAA-0051-2015-0001-0006**

RMO's copy of final budget submissions sent to the Budget Review Division for compilation into President's Budget to be sent to Congress.

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Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff at the end of the Budget Year.
Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Budget Execution Records

Disposition Authority Number DAA-0051-2015-0001-0007

Records accumulated in RMOs in the process of monitoring and supervising execution of agency budgets. Includes, but are not limited to, records of agency apportionment and allocations of resources, projections and forecasts pertaining to budget execution, GPRA, strategic plan updates, agency scorecards, Executive Order and Presidential Memorandum-tracking reports, GAO reports, and other performance and management reports.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NC1-51-79-3, item 9
NC1-51-79-4, item 8
NC1-51-79-5, item 9
NC1-51-79-6, item 8
NC1-51-79-8, item 8
NC1-51-79-8, item 8

Disposition Instruction

Cutoff Instruction Cutoff at the end of the Budget Year.
Retention Period Destroy 6 year(s) after cutoff.

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Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/02/2015	Certify	Falisa Peoples-Tittle	Organizational Manager	Management and Operations - Management and Operations
06/21/2017	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
06/21/2017	Submit For Certification	Amanda PaoneOMB	Records Management Coordinator	OMB - OA
06/26/2017	Certify	Falisa Peoples-Tittle	Organizational Manager	Management and Operations - Management and Operations
08/02/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/03/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist