

Request for Records Disposition Authority

Records Schedule Number **DAA-0051-2015-0011**
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 **Office of Legislative Reference Division**
Schedule Subject **Records of the Legislative Records Division**
Internal agency concurrences will be provided **No**

Background Information **The Legislative Reference Division coordinates the articulation of the Administration's position on legislation by overseeing the review and clearance of the Administration's legislative proposals, testimony, and statements on bills progressing through Congress.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0051-2015-0011

Sequence Number	
1	Legislative Information System Disposition Authority Number: DAA-0051-2015-0011-0001
2	Legislative Files Disposition Authority Number: DAA-0051-2015-0011-0002

Records Schedule Items

Sequence Number	
1	<p>Legislative Information System</p> <p>Disposition Authority Number DAA-0051-2015-0011-0001</p> <p>This item contains documents created and carried out the support activities across OMB's legislative coordination and review responsibilities. Records include Legislative Referral Memorandum (LRMs), inter-agency review and clearance of materials prior to its submission to Congress, in accordance with OMB Circular A-19. Materials include summary information on Executive agency draft bills, Congressional-initiated bills, and miscellaneous legislation-related documents such as topical reports, questions and answers, and oversight testimony.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Solely electronic.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at the end of the presidential administration</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after the end of the presidential administration</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2017</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown</p>
2	<p>Legislative Files</p> <p>Disposition Authority Number DAA-0051-2015-0011-0002</p> <p>This item contains documents created and received in the conduct of LRD's responsibilities for coordination and clearance of legislation including, but not</p>

limited to, agency draft bills, Congressional testimony, agency comments, Statements of Administration Policy (SAPs), and enrolled bill memorandum (EBM).

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Solely electronic.

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 Cut-off at the end of the presidential administration

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after the end of the presidential administration

Additional Information

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

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
11/17/2015	Certify	Falisa Peoples-Tittle	Organizational Manager	Management and Operations - Management and Operations
08/24/2016	Return for Revision	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi
02/24/2017	Submit For Certification	Amanda PaoneOMB	Records Management Coordinator	OMB - OA
02/27/2017	Certify	Falisa Peoples-Tittle	Organizational Manager	Management and Operations - Management and Operations
03/01/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist