

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0051-2015-0018

Request for Records Disposition Authority

Records Schedule Number DAA-0051-2015-0018
Schedule Status Returned Without Action

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 Federal Financial Management
Schedule Subject Records of the Office of Federal Financial Management
Internal agency concurrences will be provided No

Background Information The Office of Federal Financial Management (OFFM) develops government-wide policies and provides strategic direction to improve financial management, reporting, and systems; to reduce improper payments; to improve grants management; and to "right-size" Federal real property. OFFM also coordinates the activities of agency Chief Financial Officers and Senior Real Property Officers.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Outline of Records Schedule Items for DAA-0051-2015-0018

Sequence Number	
1	Policy Files Disposition Authority Number: DAA-0051-2015-0018-0001
2	Legislative Information Files Disposition Authority Number: DAA-0051-2015-0018-0002
3	Executive Order and Proclamation Information Files Disposition Authority Number: DAA-0051-2015-0018-0003
4	General Accounting Office Reports Files Disposition Authority Number: DAA-0051-2015-0018-0004
5	Financial Management Subject Files Disposition Authority Number: DAA-0051-2015-0018-0005

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Records Schedule Items

Sequence Number	
1	<p>Policy Files</p> <p>Disposition Authority Number DAA-0051-2015-0018-0001</p> <p>Correspondence, memorandums, reports, working files, and interagency affair files related to policies relevant to issues within OMB and other stakeholders.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the Budget Year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown</p>
2	<p>Legislative Information Files</p> <p>Disposition Authority Number DAA-0051-2015-0018-0002</p> <p>The legislative clearance files consist of copies of correspondence from Congress and other Government agencies, including printed materials.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

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Records Schedule: **DAA-0051-2015-0018**

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electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation **NC1-79-14, item: 2**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of each Congress**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Executive Order and Proclamation Information Files

Disposition Authority Number **DAA-0051-2015-0018-0003**

The Executive Order and Proclamation files include copies of materials on clearance, preparation, presentation and publication.

Final Disposition **Temporary**

Item Status **Withdrawn**

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 **NC1-51-79-14, item 4**

Disposition Instruction

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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General Accounting Office Reports Files

Disposition Authority Number **DAA-0051-2015-0018-0004**

The GAO reports files are extra copies for reference purposes only and require no action by the Division.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-51-79-14, item 5

Disposition Instruction

Cutoff Instruction Cut off at the end of each Budget year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Financial Management Subject Files

Disposition Authority Number DAA-0051-2015-0018-0005

These files reflect the responsibilities of the Financial Management Branch. The files include program-related memoranda, correspondence with other Government agencies, and related pertinent background materials. The files are arranged by function and alphabetically thereunder.

Final Disposition Permanent

Item Status Withdrawn

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 NC1-51-79-14, item 8

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 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown

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

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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
10/19/2015	Certify	Falisa Peoples-Tittle	Organizational Manager	Management and Operations - Management and Operations
11/09/2016	Return Without Action	Andrea Shahmohammadi	Appraisal Archivist	National Archives and Records Administration - Electronic and Special Media Records Services Divi