

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
OFFICE OF MANAGEMENT AND BUDGET

2 MAJOR SUBDIVISION
LEGISLATIVE REFERENCE DIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Nell Doering

5 TELEPHONE
(202) 395-6471

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-51-02-1**

DATE RECEIVED **4/12/02**

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request, including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10

DATE **7-24-02** ARCHIVIST OF THE UNITED STATES
[Signature]

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 on the attached _____ 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, or has been requested

DATE **4/11/02** SIGNATURE OF AGENCY REPRESENTATIVE *Nell W. Doering* TITLE **OA/OMB 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of Management and Budget Legislative Reference Division	NC1-51-76-21	

SI Sent copies to Agency, Numa, Numa

OFFICE OF MANAGEMENT AND BUDGET

LEGISLATIVE REFERENCE DIVISION

The Legislative Reference Division (LRD) works closely with staff in the Resource Management Offices (RMO's) and other offices in the Office of Management and Budget, other White House entities, and Executive Branch agencies.

The Division provides assistance in preparing the President's legislative program, and is responsible for the review and clearance of proposed agency testimony and reports on legislation pending in Congress. LRD monitors, reviews, and tracks legislation as it moves through Congress. LRD prepares a Statement of Administration Policy for virtually all major and many routine non-appropriations bills. When a bill has cleared both Houses of Congress and has been presented to the President for approval or disapproval, LRD prepares an enrolled bill memorandum for the President that summarizes the bill, significant issues, and agency views and recommendations.

Series Title:

1. Public Legislation Files.

Series Description: These files contain all types of documents created and received in the conduct of Legislative Reference Division's responsibilities for agency-wide clearance of public legislation, such as: agency proposed draft legislation, Congressional requests for comments on Senate and House bills, agency comments, copies of Senate and House reports, some copies of e-mail, enrolled bill memoranda and agency comments on enrolled bills, and copies of Public Laws when legislation is enacted.

Inclusive Dates: 1997 and thereafter.

Arrangement Statement: These files are arranged by major function and chronologically within each file.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 20 cubic feet.

Estimate of Current Volume: 20 cubic feet.

Disposition Instructions:

a. Recordkeeping system:

(1) Enacted Public Legislation (Public Laws).

DISPOSITION: PERMANENT: Cut-off every 2 years and transfer to EOP depository which will then transfer records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [NC1-51-76-21 - Item 1].

(2) Unenacted Public Legislation.

DISPOSITION: PERMANENT: Cut-off every 2 years and transfer to EOP depository which will then transfer records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [NC1-51-76-21 - Item 1].

b. Word Processing records associated with item a., above.

DISPOSITION: Delete from the word processing application after inclusion in agency recordkeeping system.

c. ~~Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.~~

DISPOSITION: TEMPORARY: N1-429-95-2 - Item 1.D.

Series Title:

2. Private Legislation Files.

Series Description: These files contain all types of documents created and received in the conduct of Legislative Reference Division's responsibilities for agency-wide clearance of public legislation, such as: agency proposed draft legislation, Congressional requests for comments on Senate and House bills, agency comments, copies of Senate and House reports, some copies of e-mail, enrolled bill memoranda and agency comments on enrolled bills, and copies of Private Laws when legislation is enacted.

Inclusive Dates: 1997 and thereafter.

Arrangement Statement: These files are arranged alphabetically.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Estimate of Annual Volume: 1 cubic foot.

Estimate of Current Volume: 1 cubic foot.

Disposition Instructions:

a. Recordkeeping system:

(1) Enacted Private Legislation (Private Laws).

DISPOSITION: PERMANENT: Cut-off every 2 years and transfer to EOP depository which will then transfer records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [NC1-51-76-21 - Item 2].

(2) Unenacted Private Legislation.

DISPOSITION: PERMANENT: Cut-off every 2 years and transfer to EOP depository which will then transfer records to WNRC. Transfer to the National Archives 8 years after the end of the Presidential Administration involved. [NC1-51-76-21 - Item 2].

b. Word Processing records associated with item a., above.

DISPOSITION: Delete from the word processing application after inclusion in agency recordkeeping system.

c. ~~Electronic mail records associated with item a., above. Note: This item covers individual e-mail accounts on the live system and is exclusive of messages included in the master data file recordkeeping system.~~

DISPOSITION: TEMPORARY: N1-429-95-2 - Item 1.D.