

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-051-76-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/10/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items remain active except 20c1

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 20c1

Superseded by DAA-GRS-2015-0006-0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 19 1975	JOB NO. NC - 51-76-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-23-75 <i>James E. O'Neil</i> Date ACTING Archivist of the United States	

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Executive Office of the President
2. MAJOR SUBDIVISION
Office of Management and Budget
3. MINOR SUBDIVISION
Office of the Director - Records Section
4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering/Charles Howton
5. TEL. EXT. Code
103 ext. 3914
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ~~46~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

August 18, 1975
(Date)

Melvin Margerum
(Signature of Agency Representative)

Record Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See attached Record Schedule: Record Schedule for the National Security Division, Office of Management and Budget <i>Copy to Agency 12-29-75 dw</i>		

NATIONAL SECURITY DIVISION

The National Security Division is responsible for examination of budget requests, programs, operating methods, and legislative proposals of the department of defense. The Division reviews and participates in long-range programs for defense, the projection of fiscal estimates based on these programs and the staff work relating to budget targets.

NATIONAL SECURITY DIVISION - DIVISION OFFICE

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>	Division Office	Temporary
Correspondence relating to internal organization and management of the National Security Division. Records include personnel, travel, and other housekeeping matters.		Do not retire. Dispose when 2 years or when no longer needed for administrative purposes, <i>whichever</i> Start new file each year <i>as soon as possible</i>
Apportionment log book		
Budget log book		
Certificates of destruction		
Chron file - <i>send to records for destruction</i>		
Noncurrent Record transfers - OMB Form 56 (Retain for permanent reference)		
Personnel actions		
Registers (classified) - tickets <i>(security regulations)</i>		
Travel		
Work programs - <i>(send to records for destruction)</i>		
Agendas - Director and Secretary of Defense meetings		
Budget Impoundment and Control Act		
NSD objectives		
C.B. Management Program		
Reorganization Plan One		

NATIONAL SECURITY DIVISION - DIVISION OFFICE

Description	Location of Record	Authorized disposition
2. BUDGETARY RECORDS	Division Office	Permanent - Retire to Record Section at end of fiscal year involved. after 8 years old. Start new files each fiscal year.
Budget materials - includes Program/Budget Decisions, decision memoranda and tables pertaining to the formulation of the President's budget for submission to Congress. <u>Department of Defense (overall)</u>	c	
a [Basic documents (Agency request, allowance letters, memos to Director, etc.)	2.2	
Program/Budget Decisions	2.2	
b Spring Planning Review material, Director's Review materials, and President's Review book	(1) Division Office and Branch Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
	(2) Budget Review Division	Permanent - See BRD schedule Retire to Record Section at end of fiscal year involved

NATIONAL SECURITY DIVISION - DIVISION OFFICE

Description	Location of Record	Authorized disposition
<u>PROGRAM RECORDS</u>	Division Office	Temporary - Do not retire Dispose when ^{obsolete or} no longer needed as reference to conduct current business, ^{whichever} is sooner.
Program-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on individual programs or issues; study reports)		
<u>Presidential Transition materials (1960-1968-1974)</u> Fort Ritchie Conference (back-up for transition) (1960)		
<u>Apportionment Policy</u>		
Automatic Apportionment of Reimbursements Construction Apportionment Procedure Exemption from Apportionment Reserves		
<u>PROGRAMS</u>	Division Office	
Authorization Process		
Defense Organization - Blue Ribbon Panel		
Defense Resources Management System		
Joint Review of Defense Budget		
Legislation		
Problem Areas - Defense		
Reprogramming of Funds - Defense		
Selected Acquisition Reports		

Description	Location of Record	Authorized disposition
4. <u>WHITE HOUSE REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
5. <u>CONGRESSIONAL REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
6. <u>PUBLIC INQUIRY</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		

Description	Location of Record	Authorized disposition
7. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.	a. Legislative Reference Division b. All Other Copies	See IRL Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress
8. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.	a. Legislative Reference Division b. All Other Copies	See IRL Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - whichever comes earliest. Start new file every 2 years.
9. <u>NONOFFICIAL PAPERS</u> Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.		Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.

NATIONAL SECURITY DIVISION - SPECIAL PROJECTS UNIT

Description	Location of Record	Authorized disposition
10. ADMINISTRATIVE RECORDS Correspondence relating to the internal organization and management of the Special Projects Unit. a Chronological File Travel Vouchers Work Program	Special Projects Unit	Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, <i>whenever</i> Start new file every 2 years.
11. Noncurrent Record Transfers (OMB Form 56)		Retain Non-Record Office reference Dispose of when obsolete or superseded.

NATIONAL SECURITY DIVISION - SPECIAL PROJECTS UNIT

Description	Location of Record	Authorized disposition
II. BUDGETARY RECORDS Budget justifications and back-up material (includes all record material relating to full budget submission by appropriation title) a. Department of Defense - Military Functions <u>Revolving and Management Funds</u> Defense Production Guarantees Navy Working Fund Air Force Management Fund Special Foreign Currency Program <u>Operation and Maintenance</u> Claims, Defense Contingencies, Defense Miscellaneous Expired Accounts Army, Navy, Air Force: Administration and Associated Activities Emergency and Extraordinary Expenses Defense Agencies: Defense Contract Audit Agency Administration and Associated Activities <u>Other</u> Agency Borrowing and Investment Allocation Notes Allowances for Contingencies Commissaries, Defense Deposit Funds Federal Credit Program Receipt Accounts Trust Funds	Special Projects Unit	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 5 years old. Start new file each fiscal year. 22 Permanent
b. Department of Defense - Civil Functions Pygmy Islands Wildlife Conservation	SPU	PERMANENT. Retire to Record Section 2 years after end of FY involved, offer to NARS when 8 years old.
c. Budget Review Materials Department of Defense - (Over-all) (1) Budget Printing DOD - Final Proofs only -	Special Projects Unit	Temporary - Retire to Record Section 2 years after end of fiscal year involved. Dispose when 3 years old. Start new file each fiscal year. Admin 8/26/75

NATIONAL SECURITY DIVISION - SPECIAL PROJECTS UNIT

Description	Location of Record	Authorized disposition
<u>REGULAR RECORDS (continued)</u>		
<u>Target Review Materials</u>		
<u>Department of Defense - overall</u>		
(2) Program/Budget Decisions	(a) Division Office Copy	Transfer to <i>See Item 2a.</i> Retire to Record at end of fiscal year Transfer to years old Start new file each fiscal year
	(b) Branch Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(3) Spring Planning; Review materials, Director's Review materials and President's Review book	(c) Budget Notice Division	Transfer to <i>See BRD schedule.</i> Retire to Record at end of fiscal year years old Start new file each fiscal year
	(d) All other Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - SPECIAL PROJECTS UNIT

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
A. Budget Execution		
(1) - DD 1105 - Apportionment and Reapportionment Schedules Department of Defense - Military <i>Dept. of Defense - Civil</i>	(a) Special Projects Unit	Permanent - Retire to Record Section 2 years after end of fiscal year involved. offer to NAFS when <u>8</u> years old. Start new file each fiscal year.
	(b) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(2) - DD 1176 - Report on Budget Execution Department of Defense - Military <i>Dept. of Defense - Civil</i>	(a) Special Projects Unit	Temporary - Retire to Record Section 2 years after end of fiscal year involved. Dispose when <u>4</u> years old. Start new file each fiscal year.
	(b) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(3) (Tre.s.) - BA 6727 - Report of Selected Balances/Settlement of Appropriation Account - BA 6728 - Report of Receipt Account DOD - Military	Special Projects Unit	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when <u>4</u> years old. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - SPECIAL PROJECTS UNIT

Description	Location of Record	Authorized disposition
<u>WIDEAREA RECORDS (continued)</u>		
<u>(4) Budget Execution (continued)</u>		
<u>General</u> Analysis of Increased Pay Costs Apportionments - Deficiencies Apportionments - 3679 Violations Appropriation Transfers Budget - DOD General Material Circular A-11 Exceptions Functional Classification Reprogramming of Funds by DOD Retro active Pay Raise (October 1972) Spendout Exercise Statement of Unexpended Balances Wildlife Conservation - General	Special Projects Unit	Permanent - Retire to Record Section 2 years after end of fiscal year involved. Offer to NARS when <u>8</u> years old. Start new file each fiscal year.
<u>(e) Budget Amendments and Supplementals</u>		
Department of Defense - Military DOD - Budget Amendments	(1) Special Projects Unit	Temporary - Do not retire. Dispose at end of each fiscal year. Start new file each year.
	(2) Budget Review Division	Permanent - <i>See BRD schedule</i> Retire to Record Section 1 year after end of each session of Congress Start new files for each session of Congress

NATIONAL SECURITY DIVISION - SPECIAL PROJECTS UNIT

Description	Location of Record	Authorized disposition
12. PROGRAM RECORDS Program-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on individual programs or issues; study reports) <u>Department of Defense - (Over-11)</u>	9. Special Projects Unit	Permanent - (except where otherwise indicated) Retire to Record Section when 2 years old. offer to NARS when <u>8</u> years old. Start new file every 2 years.
Commissary and Exchange Study		
Leg 1 Information Thru Electronics (LITE Project)	6. All other copies	Temporary - Disposition end of 2 years.
Fast 1 Service by DOD to State Department		
Resources Management System		
CAO Reports and Related Correspondence		Temporary
DOD over-11		Dispose reports when 5 years old.
Uniform Cost Accounting		

Description	Location of Record	Authorized disposition
13. <u>WHITE HOUSE REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
14. <u>CONGRESSIONAL REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
15. <u>PUBLIC INQUIRY</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		

Description	Location of Record	Authorized disposition
16. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.	(A) Legislative Reference Division (B) All Other Copies	See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congr
17. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.	(A) Legislative Reference Division (B) All Other Copies	See LRD Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest Start new file every 2 years
18. <u>NONOFFICIAL PAPERS</u> Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.		Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.

NATIONAL SECURITY DIVISION - ARMY BRANCH

Description

Location
of records

Authorized disposition

ADMINISTRATIVE RECORDS

Correspondence relating to the internal organization and management of the Army Branch.

Army Branch

o Chronological File
Travel Vouchers
Work Program

Temporary -
Dispose when 2 years old
or when no longer
needed for adminis-
trative purposes, *whichever is sooner.*
Start new file every
2 years.

Noncurrent Record Transfers (OMB Form 56)

~~Retain~~ *Non-record.*
~~Office~~ *reference only*
Dispose of when
obsolete or super-
seded.

NATIONAL SECURITY DIVISION - ARMY BRANCH

Description	Location of Record	Authorized disposition
20. <u>BUDGETARY RECORDS</u>		
Budget justifications and back-up material (includes all record material relating to fall budget submission by appropriation title)	(1) Branch Copy	Temporary - 32 Retire to Record Section after end of fiscal year involved.
4. <u>Department of Defense - Military functions</u> <u>Department of the Army</u>		Dispose when 5 years old. Start new file each fiscal year.
Military Personnel Operation and Maintenance Operations Procurement Research, Development, Test and Evaluation Military Construction Family Housing	(2) Examiner's Copy	Temporary - Review each year to ascertain that Branch copy is complete. Dispose after end of fiscal year involved. Start new file each fiscal year.
Army Industrial Fund Marine Corps Industrial Fund		
6. <u>Department of Defense - Civil Functions</u>	Branch Copy	Permanent -
U.S. Soldiers' and Airmen's Home Cemeterial Expenses		Retire to Record Section 2 years after end of fiscal year involved.
<u>Independent Agency</u>		offer to NARS when 8 years old.
American Battle Monuments Commission		Start new file each fiscal year.

NATIONAL SECURITY DIVISION - ARMY BRANCH

[illegible]

NATIONAL SECURITY DIVISION - ARMY BRANCH

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
Budget Execution (continued)		
(5) DD 1002 - Report on Appropriation Status by Program and Subaccounts (subsidiary to DD 1176 - more detail) Department of Defense - Military Department of the Army	(9) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved Dispose when 4 years old Start new file each fiscal year.
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved Start new file each fiscal year.
(6) DD 1105 - Apportionments Department of Defense - Military Department of the Army	(9) Special Projects Branch	Permanent - See Item 11d(1) Retire to Record Section 2 years after end of fiscal year involved. Offer to NARS when 8 years old. Start new file each FY.
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(7) DD 1176 - Report on Budget Execution Department of Defense - Military Department of the Army	(9) Special Projects Branch	Temporary - See Item 11d(2) Retire to Record Section 2 years after end of fiscal year involved. Dispose when 4 years old Start new file each fiscal year.
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved Start new file each fiscal year.
(8) Reprogramming between appropriations Department of Defense - Military Department of the Army	Branch Copy	Temporary - Retire to Record Section at end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - ARMY BRANCH

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
d. <u>Budget Review Materials</u>		
<u>Department of Defense - overall</u>		
(1) Program/Budget Decisions	(9) Division Office Copy	Permanent <i>See Item 2a</i> Retire to Record Section at end of fiscal year involved. Transfer to NARS when 8 years old. Start new file each fiscal year.
	(b) Branch Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(2) Spring Planning Review materials, Director's Review materials and President's Review book	(9) Budget Review Division	Permanent <i>See BRD schedule.</i> Retire to Record Section at end of fiscal year involved. Transfer to NARS when 8 years old. Start new file each fiscal year.
	(b) All other Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - ARMY BRANCH

Description	Location of Record	Authorized disposition
21. PROGRAM RECORDS		
a. Program-related memoranda, studies, letters, etc (includes memoranda to the Director and others on individual programs or issues; study reports) <u>Department of Defense - Military</u> <u>Department of the Army</u>	(1) Branch Copy	Permanent - (except where otherwise indicated) Retire to Record Section when 2 years old. Offer to NARS when <u>8</u> years old. Start new file every 2 years
Base Closures Commission on Government Procurement Environmental Impact Excess Real Property Transfers, Defense Land Exchange Authorization, D.C. Bicentennial Family Housing	(2) All other copies	Temporary - Dispose at end of 2 years
GAO Reports and Related correspondence		Temporary - Dispose reports when 5 years old.
GSA Parking Facilities, Defense Facilities Replacement Fund		
Hospitals		
Installations		
Land Forces		
Military Construction		
Property Review Board (Case files)		Temporary
Tactical Air		
Transfer of Funds		
<u>Defense- Civil Functions</u> U.S. Soldiers and Airmen's Home Cemeterial Expenses		
<u>Independent Agency</u> American Battle Monuments Commission		

NATIONAL SECURITY DIVISION - ARMY BRANCH

Description	Location of Record	Authorized disposition
21. PROGRAM RECORDS (continued)	(1) Branch Copy	Permanent -
4. Project-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on specific projects or groups of projects) <u>Department of Defense - Military</u> <u>Department of the Army</u>		Retire to Record Section when 2 years old. offer to NARS when <u>8</u> years old. Start new files every 2 years.
Okinawa Base Study Ryukyu Islands Trust Territory of the Pacific Islands	(2) All other copies	Temporary - Dispose at end of 2 years
Aviation Program Savings Possibilities Through Increased Emphasis On Flight Training Simulation (OMB Staff Study 7/26/73) Military Graduate Education (OMB Staff Study September 1974)		

Description	Location of Record	Authorized disposition
22. <u>WHITE HOUSE REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
23. <u>CONGRESSIONAL REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
24. <u>PUBLIC INQUIRY</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		

Description	Location Of Record	Authorized disposition
25. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.	<i>a.</i> Legislative Reference Division <i>b.</i> All Other Copies	See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congr
26. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.	<i>a.</i> Legislative Reference Division <i>b.</i> All Other Copies	See LRD Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.
27. <u>NONOFFICIAL PAPERS</u> Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents		Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.

NATIONAL SECURITY DIVISION - NAVY BRANCH

Description	Location of Record	Authorized disposition
28. <u>ADMINISTRATIVE RECORDS</u> Correspondence relating to the internal organization and management of the Navy Branch. a. [Chronological File Travel Vouchers Work Program	Navy Branch	Temporary - Dispose when 2 years old or when no longer needed for administrative purposes <i>whichever is sooner</i> Start new file every 2 years.
b. Noncurrent Record Transfers (OMB Form 56)		Retain <i>Non-record</i> Remove from <i>Reference of office</i> <i>Dispose of when obsolete or superseded.</i>

NATIONAL SECURITY DIVISION - NAVY BRANCH

Description

Location
of Record

Authorized disposition

29.

NAVY RECORDS

4 Budget justification and back-up material
(includes all record material relating to full
budget submission by appropriation title)

Department of Defense - Military functions
Department of the Navy

Military Personnel
Operation and Maintenance
Operations
Procurement
Research, Development, Test and Evaluation

Laundry Service, Naval Academy
Army Stock Fund
Navy Stock Fund
Marine Corps Stock Fund
Navy Industrial Fund
Army Management Fund
Navy Management Fund
Defense Stock Fund

Defense Agencies

Defense Assistance for Vietnam
Defense Supply Agency
Office of the Secretary of Defense
Organization of the Joint Chiefs of Staff

(1) Branch Copy

~~22~~
Temporary -
Retire to Record Section
after end of fiscal year
involved.
Dispose when 9 years old.
Start new file each fiscal
year.

(2) Examiner's
Copy

Temporary -
Review each year to
ascertain that Branch
copy is complete.
Dispose after end of
fiscal year involved.
Start new file each
fiscal year.

NATIONAL SECURITY DIVISION - NAVY BRANCH

Description	Location of Record	Authorized disposition
SECRETARY RECORDS (continued)		
A. Budget Execution		
(1) - SF 220, 221, 222 - Statement of Financial Condition Department of Defense - Military Department of the Navy - Defense Supply Agency	(9) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
	(6) Budget Review Division Copy	Temporary - <i>See BRD schedule</i> Retain for 2 calendar years. Dispose at end of second year. Start new file for each current year.
(2) - DD 25 - Schedule of Reimbursements Department of Defense - Military Department of the Navy Office of the Secretary of Defense	(9) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
	(6) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - NAVY BRANCH

Description	Location of Record	Authorized disposition
<u>EXHIBITARY RECORDS (continued)</u>		
Budget Execution (continued)		
(3) - DD 1002 - Report on Appropriation Status by Program and Subaccounts (subsidiary to DD 1176 - more detail) Department of Defense - Military Office of the Secretary of Defense	(4) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(4) - DD 1105 - Apportionments Department of Defense - Military Department of the Navy	(4) Special Projects Branch	Permanent - See Item 11d(1) Retire to Record Section 2 years after end of fiscal year involved. Transfer to NARS when _____ years old. Start new file each fiscal year.
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(5) - DD 1176 - Report on Budget Execution Department of Defense - Military Department of the Navy	(4) Special Projects Branch	Temporary - See Item 11d(2) Retire to Record Section 2 years after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - NAVY BRANCH

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>Budget Execution (continued)</u>		
(6) - Navy 2153 - Report on Appropriation Status by Program and Subaccount Department of Defense- Military Department of the Navy	(4) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
	(6) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - NAVY BRANCH

Description	Location of Record	Authorized disposition
<u>BUDGET/RY RECORDS (continued)</u>		
<u>Budget Review Materials</u>		
<u>Department of Defense - overall</u>		
(1) Program/Budget Decisions	(a) Division Office Copy	Transfer to Record Group at end of fiscal year involved. Transfer to Record Group years old. Start new file each fiscal year.
	(b) Branch Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(2) Spring Planning Review materials, Director's Review materials and President's Review book	(a) Budget Review Division	Transfer to Record Group at end of fiscal year involved. Transfer to Record Group years old. Start new file each fiscal year.
	(b) All other Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - NAVY BRANCH

Description	Location of Record	Authorized disposition
30. <u>PROGRAM RECORDS</u> Program-related memoranda; studies; letters; etc. (includes memoranda to the Director and others on individual programs or issues; study reports) <u>Department of Defense - Military</u> <u>Department of the Navy</u>	a. Branch Copy	Permanent - (except where otherwise indicated) Retire to Record Section when 2 years old Offer to NARS when <u>8</u> years old. Start new file every 2 years
<u>Naval Forces</u> Aircraft Maintenance and Repair Base Closures and Transfers Culebra Island Naval Defensive Sea Area Iceland Naval Petroleum Reserves Operation and Maintenance (General) Repair and Maintenance of Naval Ships Ships, Shipyards, Shipbuilding Program Shipyard Capacity Study Submarine Programs, PSAC Naval Warfare Panel on U.S. Undersea Surveillance <u>Logistics</u> Air Force Stock Fund Airlift/Sealift Army Stock Fund Automatic Data Processing (ADP) for DOD Central Supply and Maintenance (Program VII, -Navy) Defense Stock Fund Energy/Fuel Consumption and Costs Industrial Funding National Industrial Equipment Reserve (NIER) Logistics (General) Roi-Mamur Island Stock Funds (General) User Charges -	b. All other copies	Temporary - Dispose at end of 2 years
<u>Other</u> GAO Audit Reports and related correspondence		Temporary

Description	Location of Record	Authorized disposition
31. <u>WHITE HOUSE REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
32. <u>CONGRESSIONAL REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
33. <u>PUBLIC INQUIRY</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		

Description	Location of Record	Authorized disposition
34. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.	<i>a.</i> Legislative Reference Division <i>b.</i> All Other Copies	See LRD Scheduleo Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congr
35. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.	<i>q.</i> Legislative Reference Division <i>h.</i> All Other Copies	See LRD Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.
36. <u>NONOFFICIAL PAPERS</u> Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his officeo In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documentso		Temporary - Review each year and disp of all materials no lon needed for the transact of current businesso

NATIONAL SECURITY DIVISION - AIR FORCE BRANCH

37. Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>		
Correspondence relating to the internal organization and management of the Air Force Branch.	Air Force Branch	
9. [Chronological File Travel Vouchers Work Program		Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, <i>whichever is sooner</i> . Start new file every 2 years.
1. Noncurrent Record Transfers (OMB Form 56)		Retain <i>Non-record.</i> Diffuse reference <i>as of.</i> <i>Dispose of when obsolete or superseded.</i>

NATIONAL SECURITY DIVISION - AIR FORCE BRANCH

Description	Location of Record	Authorized disposition
38. <u>BUDGETARY RECORDS</u> Budget justifications and back-up material (includes all record material relating to full budget submission by appropriation title) <u>Department of Defense - Military Functions</u> <u>Department of the Air Force</u> Military Personnel Operation and Maintenance Operations Procurement Research, Development, Test and Evaluation Civil Defense Military Construction Air Force Stock Fund Air Force Industrial Fund Air Force Management Fund Defense Industrial Fund <u>Defense Agencies</u> Advanced Research Projects Agency Defense Civil Preparedness Agency Defense Communications Agency Defense Nuclear Agency Organization of the Joint Chiefs of Staff	(1) Branch Copy (2) Examiner's Copy	Temporary - 22 Retire to Record Section after end of fiscal year involved. Dispose when <u>5</u> years old. Start new file each fiscal year. Temporary - Review each year to ascertain that Branch copy is complete. Dispose after end of fiscal year involved. Start new file each fiscal year.
<u>Department of Defense - Civil Functions</u> Office of Emergency Preparedness <u>Executive Office of the President</u> National Security Council	Branch Copy	Permanent - Retire to Record Section 2 years after end of fiscal year involved. after to NARS when <u>8</u> years old. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - AIR FORCE BRANCH

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
C. Budget Execution		
(1) - SF 132 - Apportionments and re-apportionments Department of Defense - Civil Office of Emergency Preparedness Executive Office of the President National Security Council	Branch Copy	Permanent - Retire to Record Section after end of fiscal year involved. offer to NAES when <u>2</u> years old. Start new file each fiscal year.
(2) - SF 133 - Report on Budget Execution Department of Defense - Civil Office of Emergency Preparedness Executive Office of the President National Security Council	Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
(3) - SF 220, 221, 222 - Statement of Financial Condition Department of Defense - Military Department of the Air Force Defense Civil Preparedness Agency	(4) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
	(4) Budget Review Division Copy	Temporary - <i>See BRD schedule.</i> Retire in for 2 calendar years. Dispose 1 full quarter end of second year Start new file for each current quarter.
(4) - DD 725 - Schedule of Reimbursements Department of Defense - Military Department of the Air Force	(4) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - AIR FORCE BRANCH

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
Budget Execution (continued)		
(5) - DD 1002 - Report on Appropriation Status by Program and Sub-accounts (subsidiary to DD 1176 - more detail)	(4) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.
Department of Defense - Military Department of the Air Force		
	(6) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(6) - DD 1105 - Apportionments	(9) Special Projects Branch	Permanent <i>See Item 11d(1)</i> Retire to Record Section 2 years after end of fiscal year involved. Transfer to NARS when years old Start new file each year.
Department of Defense - Military Department of the Air Force		
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(7) - DD 1176 - Report on Budget Execution	(9) Special Projects Branch	Temporary <i>See Item 11d(2)</i> Retire to Record Section 2 years after end of fiscal year involved. Dispose when 4 years old Start new file each fiscal year.
Department of Defense - Military Department of the Air Force		
	(4) Examiner's Copy	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - AIR FORCE BRANCH

Description	Location of Record	Authorized disposition
<u>TEMPORARY RECORDS (continued)</u>		
<u>1. at Review Materials</u>		
<u>Department of Defense - overall</u>		
(1) Program/Budget Decisions	(a) Division Office Copy	Permanent <i>See Item 2a</i> Retire to Record Section at end of fiscal year involved. Transfer to NARS when _____ years old. Start new file each fiscal year.
	(b) Branch Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(2) Spring Planning Review materials, Director's Review materials and President's Review books	(a) Budget Review Division	Permanent <i>See BRD schedule</i> Retire to Record Section at end of fiscal year involved. Transfer to NARS when _____ years old. Start new file each fiscal year.
	(b) All other Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - AIR FORCE BRANCH

Description	Location of Record	Authorized disposition
39. <u>PROGRAM RECORDS</u>	a. Branch Copy	Permanent - (except where otherwise indicated)
Program- related memoranda, studies, letters, etc. (includes memoranda to the Director and others on individual programs or issues; study reports)		Retire to Record Section when 2 years old. Offer to NARS when <u>8</u> years old.
<u>Defense Agencies/Departments</u>		Start new file every 2 years.
Air Force Defense Defense Civil Preparedness Agency	b. All other copies.	Temporary - Dispose at end of 2 years.
<u>Non-Defense Agency</u>		
Atomic Energy Commission (Atolls, Bikini, Micronesia, DOD related)(Defense Nuclear Agency)		
Central Intelligence Agency/Defense Intelligence Agency		
National Security Council Office of Emergency Preparedness Stockpile		
Office of Science and Technology Office of Telecommunication Policy		
<u>Defense Studies</u>		
Aerospace Industry Overview (1/26/73) Contracting Out		
Defense Weapon System Modernization - 1964-78 (11/8/72)		
Headquarters and Commands Manpower		
Overcapacity - Aerospace Industry Research and Development Recoupment Study		
Other and reports and related correspondence		Temporary Dispose reports when 5 years old.
<u>Programs, Forces/Missions</u>		
<u>Regional Areas</u>		
<u>Research, Development, Test and Evaluation</u>		
Air Force		

Description	Location of Record	Authorized disposition
40. <u>WHITE HOUSE REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
41. <u>CONGRESSIONAL REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
42. <u>PUBLIC INQUIRY</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		

Description	Location of Record	Authorized disposition
43. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.	a. Legislative Reference Division b. All Other Copies	See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congr
44. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publications	a. Legislative Reference Division b. All Other Copies	See LRD Schedule Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.
45. <u>NONOFFICIAL PAPERS</u> Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents		Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.

NATIONAL SECURITY DIVISION - MANPOWER, PAY, AND POLICY BRANCH

Description	Location of Record	Authorized disposition
46. <u>ADMINISTRATIVE RECORDS</u>		
Correspondence relating to the internal organization and management of the Manpower, Pay, and Policy Branch	Manpower, Pay, and Policy Branch	
9. [Chronological File Travel Vouchers Work Program		Temporary - Dispose when 2 years old or when no longer needed for administrative purposes <i>whichever is sooner</i> Start new file every 2 years.
k. Noncurrent Record Transfers (OMB Form 56)		Retain <i>Non-record.</i> Office <i>reference of</i> <i>Dispose of when</i> <i>obsolete or</i> <i>superseded.</i>

NATIONAL SECURITY DIVISION - MANPOWER, PAY, AND POLICY BRANCH

Description	Location of Record	Authorized disposition
47. BUDGETARY RECORDS Budget justifications and back-up material (includes all record material relating to fall budget submission by appropriation title)	(1) Branch Copy	Temporary - 3, Permanent - Retire to Record Section after end of fiscal year involved 2) Dispose when 5 years old. Start new file each fiscal year.
9. Department of Defense - Military Functions 10. Department of Defense (Overseas) Military Personnel Reserve Personnel National Guard Personnel Retired Pay, Defense	(2) Examiner's Copy	Temporary - Review each year to ascertain that Branch copy is completed. Dispose after end of fiscal year involved. Start new file each fiscal year.
11. Independent Agencies Defense Manpower Commission Selective Service System	Branch Copy	Permanent - Retire to Record Section 2 years after end of fiscal year involved. Transfer to NARS when <u>8</u> years old. Start new file each fiscal year.
C. Budget Execution (1) - SF 132 - Apportionments and Reapportionments Independent Agencies Defense Manpower Commission Selective Service System	(4) Branch Copy	Permanent - Retire to Record Section after end of fiscal year involved. Transfer to NARS when <u>8</u> years old. Start new file each fiscal year.
(2) - SF 133 - Report on Budget Execution Independent Agencies Defense Manpower Commission Selective Service System	(4) Branch Copy	Temporary - Retire to Record Section after end of fiscal year involved. Dispose when 4 years old. Start new file each fiscal year.

INTERNATIONAL SECURITY DIVISION - MANPOWER, PAY, AND POLICY BRANCH

Description	Location of Record	Authorized disposition
Budgetary Records (continued)		
d. Budget Review Materials		
(1) <u>Department of Defense - overall</u>		
Program/Budget Decisions	(a) Division Office Copy	Permanent - See Item 2a Retain to Review Section at end of fiscal year involved. Transfer to NARS when _____ years old. Start new file each fiscal year.
	(b) Branch Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.
(2) <u>Planning Review materials, Director's</u>	(a) Budget Review Division	Permanent - See BRD schedule. Retain to Review Section at end of fiscal year involved. Transfer to NARS when _____ years old. Start new file each fiscal year.
Review materials and Incident's annex book	(b) All other Copies	Temporary - Dispose at end of fiscal year involved. Start new file each fiscal year.

NATIONAL SECURITY DIVISION - MANPOWER, PAY, AND POLICY BRANCH

Description	Location of Record	Authorized disposition
48. <u>PROGRAM RECORDS</u> Program-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on individual programs or issues; study reports) <u>Department of Defense</u> All-Volunteer Armed Force Armed Forces Clothing Monetary Policies and Regulations; DCD Directive 1333s5 Civilian Personnel Executive Development Halting New Entitlements to Veterans Benefits Level IV and V Positions of the Executive Schedule Medical Care Military Cash Awards Programs, FY 1973 Military Pay and Recomputation of Military Retired Pay Military Personnel National Guard and Reserve Personnel Officer Grade Limitation Act (OGLA)/Defense Officer Management System (DOMS) Rations Veterans <u>Independent Agencies</u> Defense Manpower Commission Selective Service System	Branch Copy	Permanent - (except where otherwise indicated) Retire to Record Section when 2 years old. Offer to NARS when <u>8</u> years old. Start new file every 2 years.

Description	Location of Record	Authorized disposition
49. <u>WHITE HOUSE REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
50. <u>CONGRESSIONAL REFERRALS</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
51. <u>PUBLIC INQUIRY</u> These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		

Description	Location of Record	Authorized disposition
52. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence	9. Legislative Reference Division 1. All Other Copies	See LRD Schedule Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress
53. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.	9. Legislative Reference Division 1. All Other Copies	See LRD Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - whichever comes earliest. Start new file every 2 years
54. <u>NONOFFICIAL PAPERS</u> Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents		Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.