

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975	JOB NO. NC - 51-76-2
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <u>9-9-75</u> <i>acting</i> <u>James E. O'Keefe</u> 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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

August 20, 1975
(Date)

Nell Doering
(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
	<p>See attached Record Schedule: Record Schedule for the Economic Policy Division, Office of Management and Budget</p>		

*Copy to Agency 9-12-75
Amendments authorized by Ms. Doering,
OMB Records Section. O'Keefe 3 Sep 75.*

14 items

Economic Policy Division

The Economic Policy Division is responsible for the review and evaluation of Federal programs which provide the subsidization of interest or guarantee of credit to individuals and to public and private institutions; modification of economic behavior of individuals and institutions through regulation; and effective subsidization through tax allowances to individuals and corporations for entering into selected economic activities, and other questions related to Federal tax policy.

The Division using this information, along with economic forecasts which the staff produces, provides economic advice to the Director and assists him in participating in Troika, Quadriad, Cost of Living Council, and Council on Economic Policy decisions.

EPD - Economic Policy Division

1. ADMINISTRATIVE RECORDS

(1) Correspondence relating to the internal organization and management of the Economic Policy Division.

- Chronological File
- Objectives and Assignments
- Presidential Initiatives
- Presidential Transition
- Questions and Answers
- Work and Justification for (Work Plans)

(2) Personnel and Training
Travel

(3) Concurrent Record Transfers (OMB Form 56)

2. BUDGETARY RECORDS

Reference copies of budgetary records.

EPD

EPD

(4) Temporary -
Retire to Record Section when 2 years old.
Record Section will retain until no longer needed for administrative or reference purposes.
Start new file every 2 years.

(5) Temporary -
Dispose when 2 years old or when no longer needed for administrative purposes.
Start new file every 2 years.

(6) ~~Retain~~ *Non Record*
~~Permanent~~ reference copy.
Office

Temporary -
~~Retain~~ - do not send to Record Section. *Non-Record*
Dispose when no longer needed for current business.
Start new file each fiscal year.

EPD - Economic Policy Division

Description	Location of Record	Authorized disposition
<p>3. <u>PROGRAM RECORDS</u></p>		
<p>The programs of the Economic Policy Division are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p>	<p>EPD <i>app 8 a. 8/25</i></p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years. Retire calendar years 1973 and 1974 to Record Section after 6/30/76.</p>
<p>A-70 (OMB Circular), Correspondence Aerospace Balance of Payments Benefit Cost Analysis Budget, General Budgets (foreign) Budget (historical Data) Budget Revisions Budget, Uncontrollable Components of Budget, Unified Budgetary Reserves Business Cycles Buy America Capacity Utilization Capital Spending Cargo Preference Coal Strike Commodity Shortage Congressional Proposal for Economic Recovery Construction Consumer Price Index Consumption Expenditures Correspondence (Memorandums and General) Council on International Economic Policy Council on Wage and Price Stability Credit Policy Credit Programs (loans, quarantees, etc.) Critical Materials Crowding Out Defense Economic Analysis Economic Assumptions Economic Forecasting Economic Outlook Economic Policy Board Economic Stabilization Program Economic Statistics, Pre-publication of Economic Stimulus Economists Pre-Summit Meeting</p>		<p><i>refer</i> to NARS when <i>refer</i> <u>8</u> years old. <i>8/9/75</i> Start new files every 2 years.</p>

EPD - Economic Policy Division

Description	Location of Report	Authorized disposition
<p>Electric Utilities Employment Act of 1946 Employment Multipliers Employment Tax Credit Employment/Unemployment Energy Energy Crisis Federal Crop Insurance Act Federal Enterprise Bank Federal Financing Bank Federal Grants-in-Aid to State and Local Governments Federal Technical Assistance Program Financial Institutions Act Foreign Investment in the U.S. (OMB Staff Comments on the Papers on) Full Employment Housing Indemnification Policy Inflation Interest Rates International Developments International Monetary Fund Inventories Leveraged Leasing Monetary Policy Mortgage Pooling - PHLBB Proposal Mortgages National Health Insurance Proposal National Income and Product Accounts National Insurance Development Act New Federalism OECD, (Organization for Economic Cooperation and Development) Off-Budget Activities Oil Supply Disruption Population Procurement Commission Recommendations Productivity Productivity Commission REA (Rural Electrification Administration) Issues Recreation Programs Recycled Oil, Tax Credit for Revenue Sharing Special Analysis E (Federal Credit Programs) Special Analysis F (Tax Expenditures) Spring Planning Review (General) State and Local Government Receipts and Expenditures (Projections on)</p>		

EPD - Economic Policy Division

Description	Specific of Record	Authorized disposition
<p>Stock Market Stockpiling Sugar Tax Burdens Tax - Confidentiality of Returns Tax Credit Tax Data Tax Expenditures Tax Legislation, Status of Tax Loopholes Tax Policy Tax Proposal Tax Reduction Act of 1975 Tax Reform Transportation "Troika" (Economic Policy-general; meetings, proposals, etc.) Unemployment Remedies User Charges (OMB Circular A-25) Wages Wholesale Price Index (WPI) Youth Unemployment</p>		

Description	Location of Record	Authorized disposition
<p>4 <u>WHITE HOUSE REFERRALS</u></p> <p>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.</p>	<p>EPD</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>5 <u>CONGRESSIONAL REFERRALS</u></p> <p>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.</p>		
<p>6 <u>PUBLIC INQUIRY</u></p> <p>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.</p>		

Description	Location of Record	Authorized disposition
<p>7 <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a</i> Legislative Reference Division</p> <p><i>b</i> All Other Copies</p>	<p>Permanent - See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>8 <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p><i>a</i> Legislative Reference Division</p> <p><i>b</i> All Other Copies</p>	<p>Permanent - See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p>9 <u>NONOFFICIAL PAPERS</u></p> <p>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.</p>	<p><i>EPD</i></p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>