

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975	JOB NO. NC - 51-76-3
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 9-12-75	<i>James B. Chode</i> 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 5 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)

Sue Mergen
(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 Human and Community Affairs Management Division, Office of Management and Budget		

Copy to Agency 9-16-75 AC
Amendments authorized by Ms. Doering,
OMB Records Section. R/Date 3 Sep 75.

14 items

HUMAN AND COMMUNITY AFFAIRS MANAGEMENT DIVISION

The Human and Community Affairs Management Division is responsible for conducting high priority management studies and for working on a continuing basis, with several agencies to develop and monitor goals and objectives that emphasize end results.

HUMAN AND COMMUNITY AFFAIRS MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<p><u>ADMINISTRATIVE RECORDS</u></p>	<p>MD/HCA</p>	<p>(A) Temporary -</p>
<p>Correspondence relating to the internal organization and management of the Human and Community Affairs Management Division.</p>		<p>Retire to Record Section ^{for disposal} when 2 years old. Record Section will retain until no longer needed for administrative or reference purposes. Start new file every 2 years.</p>
<p>(A) Chronological file Organization - Work Plans</p>	<p>} ←</p>	
<p>(A) Personnel and Training Travel</p>	<p>} ←</p>	<p>(B) Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, ^{whichever is sooner} Start new file every 2 years.</p>
<p>(C) Noncurrent Record Transfers (OMB Form 56)</p>	<p>} ←</p>	<p>(E) Retain - ^{Non-Record} Permanent reference copy. ^{OFFICE}</p>
<p><u>BUDGETARY RECORDS</u></p>	<p>MD/HCA</p>	
<p>Reference copies of budgetary records.</p>		<p>Temporary ^{Non-Record} Retain - do not send to Record Section. Dispose when ^{obsolete or} no longer needed for current business, ^{whichever is sooner} Start new file each fiscal year.</p>

HUMAN AND COMMUNITY AFFAIRS MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<p>3 <u>PROGRAM RECORDS</u></p> <p>Records relating to the MD/HCA's responsibility to improve the management of its assigned agencies. This responsibility includes "Management by Objectives" and Management Studies of major policy issues and problem areas.</p>	<p>MD/HCA</p>	
<p>(a) <u>Management by Objectives</u></p> <p>ACTION General (overall) Department of Health, Education, and Welfare Department of Housing and Urban Development Department of Labor Veterans Administration</p>	<p><i>app 2 w/ft/hjt</i></p>	<p>(a) Permanent - Close files at end of every 2 years. Retire to Record Section 6 months after closing transfer <i>offer</i> to NARS when <u>8</u> years old. Start new file every 2 years.</p>
<p>(b) <u>Management Studies</u></p> <p>Civil Rights Data Department of Labor Work Incentive Program Guaranteed Student Loan Program Health Manpower Higher Education Housing Issues National Health Insurance Pension Benefit Guaranty Corporation Tax and Domestic Welfare Reform System TRIO (Talent Search, Upward Bound, and Special Services to Disadvantaged Students) Programs</p>		<p>(b) Permanent - Close file when study is completed. Retire completed studies to Record Section every 2 years. transfer <i>offer</i> to NARS when <u>8</u> years old. Start new file for each new study.</p>
<p>(c) <u>Other</u></p> <p>General Accounting Office Reports</p>		<p>(c) Temporary - Close files at end of every 2 years. Retire to Record Section 6 months after closing. Dispose reports when 5 years old. Start new file every 2 years.</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>MD/HCA</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>MD/HCA</i></p> <p><i>a</i> Legislative Reference Division</p> <p><i>b</i> All Other Copies</p>	<p>Permanent - See IRLD 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 IRLD 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>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>