

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

|   |  |
|---|--|
| LEAVE BLANK   |  |
| DATE RECEIVED<br><b>AUG 25 1975</b>   | JOB NO<br><b>NC - 51-76-5</b>  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 5 TEL EXT Code<br><b>103 ext. 3914</b>  | <b>9-12-75</b> <i>James B. Rhoads</i><br>Date 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**
- 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 6 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**

*Melan Mager*  
(Signature of Agency Representative)

**Record Officer**

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
|              | <p>See attached Record Schedule:<br/>Record Schedule for the Evaluation and Program<br/>Implementation Division, Office of Management and<br/>Budget</p> |                          |                    |

*Copy to Agency 9-15-75  
Amendments authorized by Ms. Doering,  
OMB Records Section. 3 Sep 75.*

*13 items*

EVALUATION AND PROGRAM IMPLEMENTATION DIVISION

The Evaluation and Program Implementation Division assists the Director, the Deputy Director, and the Associate Director for Management and Operations in upgrading and strengthening the overall quality and relevance of policy and program evaluation carried out by the various Federal agencies; strengthening the Government's capability to implement Presidential policies and programs, and to respond effectively to situations requiring immediate action, particularly where interagency cooperation is required; strengthening, in partnership with the General Services Administration, management improvement in the Executive Branch; and operating the system for the management, administration, and reporting of the use of advisory committees in the Executive Branch established by the Federal Advisory Committee Act (P.L. 92-463).

EPID - Evaluation and Program Implementation Division

| Description  | Location of Record     | Authorized disposition   |
|--|------------------------|--|
| <p><u>ADMINISTRATIVE RECORDS</u></p>   |                        |  |
| <p>Correspondence relating to the internal organization and management of the Evaluation and Program Implementation Division.</p>          | <p>Division Office</p> |  |
| <p>(A) Activity Reports (weekly)<br/>Objectives, workplans, etc.<br/>Chronological Files</p>   |                        | <p>(A) Temporary -<br/>Retire to Record Section when 2 years old.<br/><i>for disposal</i><br/><del>Record Section will retain until no longer needed for administrative or reference purposes.</del><br/>Start new file every 2 years.</p> |
| <p>(G) Budgetary materials<br/>Circulars and Bulletins<br/>Office Memos<br/>Personnel<br/>Travel<br/>(All other internal publications)</p> |                        | <p>(G) Temporary -<br/>Dispose when 2 years old or when no longer needed for administrative purposes, <i>whichever is sooner</i><br/>Start new file every 2 years.</p>   |
| <p>(C) Noncurrent Record Transfers (OMB Form 56)</p>   |                        | <p>(C) <del>Retain</del> Non-Record<br/>Division permanent <del>copy</del><br/>reference copy.<br/><i>Dispose when obsolete or superseded</i></p>  |
| <p><u>BUDGETARY RECORDS</u></p>  |                        |  |
| <p>Reference copies of budgetary records.</p>  | <p>Division Office</p> | <p>Temporary <del>Non-Record</del><br/><del>Retain</del> - do not send to Record Section.<br/>Dispose when <i>obsolete</i> no longer needed for current business, <i>whichever is sooner</i><br/>Start new file each fis year.</p>         |

EPID - Evaluation and Program Implementation Division

| Description  | Location of Record   | Authorized disposition  |
|--|--|---|
| <p><b>B. PROGRAM RECORDS</b></p>   | <p><i>3/4/7/mt</i><br/>Division Office<br/><b>EPID</b></p> |   |
| <p>Program-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on individual programs or issues; study reports)</p>   |  | <p>(1) Permanent - (except where otherwise indicated) Retire to Record Section when 2 years old. <del>Transfer</del> to NARS when <u>8</u> years old. Start new file every 2 years.</p> |
| <p>(a) Records reflecting the Evaluation Program Implementation Division's functional responsibilities for:</p> <ul style="list-style-type: none"> <li>- Evaluation of Federal Programs</li> <li>- Management Improvement</li> <li>- Technical Assistance to State and Local Governments</li> <li>- Planning Improvement for Federal Agencies, State and Local Governments</li> </ul> <p>Specific files for the above include:</p> <ul style="list-style-type: none"> <li>Base Closures</li> <li>Bi-Centennial Program</li> <li>Community Activity Indicators Project (CAIP)</li> <li>Cost-Benefit Analysis</li> <li>Disasters, General</li> <li>Energy</li> <li>Evaluation (filed by agency)</li> <li>Federal Planning Improvement Evaluation Project</li> <li>Film Making (Audio-Visual)</li> <li>GAO Reports (Temporary)</li> <li>GSA/OMB Relations</li> <li>Land Use Policy</li> <li>Management by Objectives (EPI interest in)</li> <li>Management Improvement Awards (nominations-OMB)</li> <li>Management Improvements - general</li> <li>Organization for Economic Cooperation &amp; Development (OECD)</li> <li>Procurement</li> <li>Productivity</li> <li>Public Interest Groups</li> <li>Public Sector Manpower Development</li> <li>Revenue Sharing</li> <li>Technical Assistance - State &amp; local Governments</li> </ul> | <p>All other copies</p>                                    | <p>(2) Temporary- Dispose at end of 2 years</p>   |
| <p>Records reflecting the responsibilities of the Federal Advisory Committee Management Secretariat, (P.L. 92-463, E.O. 11769, OMB Circular A-63)</p>  | <p>ACM Secretariat<br/><b>EPID</b></p>                     | <p>(1) <b>PERMANENT.</b><br/><del>See schedule concerning</del><br/><del>ACM Secretariat.</del></p>   |

EPID - Evaluation and Program Implementation Division

| Description   | Location of Record | Authorized disposition   |
|---|--------------------|--|
| <p>1) Case files maintained by Agency and Committee (Alphabetically arranged). These files contain Committee Charter, terminations, and renewals, and related correspondence as appropriate.</p>          | <p>EPID (1)</p>    | <p>Permanent- Retire terminated case file to Record Section every 2 years. <del>OFFER</del> Transfer to NARS when <u>8</u> years old. Start new file for each new Committee.</p> |
| <p>2) Subject files relating to the Federal Advisory Committee Management program are created when warranted. These files also include all required reports on Federal Advisory Committee Management.</p> | <p>EPID (2)</p>    | <p>Permanent- Retire to Record Section when 2 years old. <del>OFFER</del> Transfer to NARS when <u>8</u> years old. Start new file every 2 yea</p>                               |

| Description  | Location of Record | Authorized disposition   |  |
|--|--------------------|--|--|
| <p><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><b>EPID</b></p> | <p>Temporary -<br/>Retire to Record Section for disposal when 2 years old.<br/>Start new file every 2 years.</p> |  |
| <p><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><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><u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>   | <p><b>EPID</b></p> <p>a. Legislative Reference Division</p> <p>b. All Other Copies</p> | <p><del>Permanent</del><br/>See LRD Schedule.</p> <p>Temporary -<br/>Dispose at the end of each Congress.<br/>Start new file at the beginning of each Congress.</p>   |
| <p><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>a. Legislative Reference Division</p> <p>b. All Other Copies</p>                    | <p><del>Permanent</del><br/>See LRD Schedule.</p> <p>Temporary -<br/>Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest.<br/>Start new file every 2 years.</p> |
| <p><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 -<br/>Review each year and dispose of all materials no longer needed for the transaction of current business.</p>  |