

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>AUG 8 5 1975</b>	JOB NO. <b>NC - 51-76-6</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 "with-drawn" in column 10.	
<p align="right">9-22-75 <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States</p>	

**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 ~~10~~ **10** 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** *Nell Doering* **Record Officer**  
(Date) (Signature of Agency Representative) (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 Office of Federal Procurement Policy (OFPP), Office of Management and Budget		
<i>Copy to Agency 9-24-75</i>			<i>18 items</i>

Office of Federal Procurement Policy

The Office of Federal Procurement Policy was created by Public Law 93-400 for the purpose of establishing an office within the Office of Management and Budget to provide overall direction of procurement policies, regulations, procedures, and forms for executive agencies.

The primary functions are as follows:

- a. Act on all policy matters concerning procurement and related activities of the executive agencies, including the procurement of personal property and real property (except for direct procurement of real property in being); property management; supply, storage, and distribution; transportation and traffic management, general services; and property maintenance, utilization, and disposal.
- b. Provide overall direction of procurement policy for the executive agencies and recipients of Federal assistance, and prescribe related procurement policies, regulations, procedures, and forms.
- c. Establish a system of coordinated, and to the extent feasible, uniform procurement regulations for the executive agencies.
- d. Establish criteria and procedures for an effective and timely method of soliciting the viewpoints of interested parties in the development of procurement policies, regulations, procedures and forms.
- e. Monitor and revise policies, regulations, procedures, and forms relating to reliance by the Federal Government on the private sector to provide needed property and services.
- f. Promote and conduct research in procurement policies, regulations, procedures and forms.

g. Establish a system for collecting, developing, and disseminating procurement data which takes into account the needs of the Congress, the executive branch, and the private sector.

h. Recommend and promote programs of the Civil Service Commission and the executive agencies for recruitment, training, career development, and performance evaluation of procurement personnel.

i. Consult with affected Federal agencies, including the Small Business Administration, on matters regarding procurement policies, regulations, procedures, and forms.

j. Keep the Congress and its duly authorized committees fully and currently informed of the major activities of the OFPP, including prior notification of matters of major policy.

k. Advise agencies on, administer OMB policy directives concerning, coordinate executive agency action upon, and exercise general oversight responsibility (including responsibility for the procurement and related activities addressed in Executive Order No. 11717, dated May 9, 1973, 38 F.R. 12315) over all matters concerning procurement and related activities.

l. Provide for the effective conduct of administrative operations within the Office of Federal Procurement Policy.

m. Delegate any such authority, function or power, other than the basic authority to provide overall direction of Federal procurement policy and to prescribe policies and regulations to carry out that policy.

OFPP - Office of Federal Procurement Policy

Description	Location of Record	Authorized disposition
<p><u>1. ADMINISTRATIVE RECORDS</u></p> <p>9. Correspondence relating to the internal organization and management of the Office of Federal Procurement Policy.</p> <p>Administrative - General</p> <p>Applicants</p> <p>Budget (OFPP)</p> <p>Budget (OMB)</p> <p>Consultants</p> <p>Director (OMB)</p> <p>Director's Staff Meetings</p> <p>Economic Policy (OMB)</p> <p>Job Descriptions</p> <p>Personnel</p> <p>Personnel Actions (SF-52)</p> <p>Personnel Notes (OMB)</p> <p>Security Determinations (OFPP)</p>	<p>OFPP</p>	<p><i>a</i> Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes, <i>whichever is sooner</i>. Start new file every 2 years.</p>
<p><i>b.</i> Noncurrent Record Transfers (OMB Form 56)</p>		<p><i>b</i> Retain - <i>Non-serial.</i></p> <p><del>Permanent</del> reference copy <i>Office</i></p> <p>Dispose when obsolete or superseded.</p>
<p><u>2. BUDGETARY RECORDS</u></p> <p>Reference copies of budgetary records.</p>	<p>OFPP</p>	<p>Temporary <i>Non-record</i></p> <p>Retain - do not send to Record Section.</p> <p>Dispose when <i>obsolete or</i> no longer needed for current business, <i>whichever is sooner</i>. Start new file each fiscal year.</p>

OFPP-Office of Federal Procurement Policy

Description	Location of Record	Authorized disposition
<p><u>3</u> <u>PROGRAM RECORDS</u></p> <p>The programs of the Office of Federal Procurement Policy 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>5 up/13 OFPP</p>	<p>Permanent- Close files every 2 years. Retire to Record Section 1 year after closing. <del>Transfer</del> to NARS when <u>8</u> years old. Start new file every 2 years.</p>
<p><u>a.</u> <u>GENERAL</u></p> <p>Administrator's Confirmation-follow up American Revolution Bicentennial Administration (ARBA) Annual Report to Congress (OFPP) Buy American Environment Executive Orders - Proposed GAO Reports (Control) GSA Federal Management Circulars - Clearance GSA/OMB Relationships Legislation - Proposed Meetings With Agencies Presidential Initiatives Research - Procurement</p>		
<p><u>k.</u> <u>CONTRACT ADMINISTRATION AND IMPLEMENTATION OF SOCIO-ECONOMIC PROGRAMS</u></p> <p>ASPR Committee Minutes (DOD) Contract Administration Contract Audit Contract Pricing Contractor Management Data Cost Allowability Cost Reduction Environmental Controls Human Resources - Civil Rights Manpower Committee, Surplus (GSA Regulations) Negotiation Techniques Small Business Socio-economic Programs</p>		

OFFPP - Office of Federal Procurement Policy

Description	Location of Record	Authorized disposition
<p><b>C. CONTRACT LAW</b></p>		
<ul style="list-style-type: none"> <li>Consolidation of Procurement Acts</li> <li>Copyright Policy (See also Patent)</li> <li>Legal and Administrative Remedies               <ul style="list-style-type: none"> <li>Bid Protest Procedures</li> <li>COGP Recommendations - G1-G12</li> </ul> </li> <li>Liability: Government Property and Catastrophic Accidents</li> <li>Patents and Proprietary Data               <ul style="list-style-type: none"> <li>Patent Policy, Committee on Government</li> <li>Patent Policy, Government</li> <li>Technical Data, Rights in</li> </ul> </li> <li>Procurement Statutes - U. S. Code</li> <li>Renegotiation Act</li> <li>Rulemaking, Participation in</li> <li>Travel and Transportation, Employee Claims</li> </ul>		
<p><b>d. LOGISTICS, COMMUNICATIONS AND GOVERNMENT</b></p>		
<p><u>COMPETITION WITH BUSINESS</u></p>		
<ul style="list-style-type: none"> <li>Communications ADP and Utilities               <ul style="list-style-type: none"> <li>ADPE, Acquisition</li> <li>Utilities, Purchase</li> </ul> </li> <li>GAO Reports</li> <li>Motor Vehicles               <ul style="list-style-type: none"> <li>Parking, Employee</li> </ul> </li> <li>National Supply System               <ul style="list-style-type: none"> <li>Commercial Products, Acquisition</li> <li>Drugs and Nonperishable Subsistence Study</li> <li>Food, Acquisition</li> <li>Industrial Funding</li> <li>Quality Control and Reliability Committee, Interagency</li> <li>Specifications</li> </ul> </li> <li>Property, Excess and Surplus               <ul style="list-style-type: none"> <li>Machine Tools, Sale of Heavy</li> <li>Surplus Property, National Assn. of State Agencies</li> </ul> </li> <li>Property, Real               <ul style="list-style-type: none"> <li>Construction Standards - A-18</li> <li>Rental Housing - A-45</li> <li>Federal Property/Property Review Board</li> </ul> </li> <li>Reliance on Private Sector - A-76               <ul style="list-style-type: none"> <li>Audio-Visual Study</li> <li>Departments and Agencies (Circular A-76)</li> </ul> </li> <li>Travel and Transportation               <ul style="list-style-type: none"> <li>Air Carriers, US Flag</li> <li>Air Shuttle Service, Chartered</li> <li>Airline Fares, Reduced</li> <li>Employee Transfer Allowance</li> <li>Quantity Purchases of Passenger Transportation</li> <li>Temporary Duty Travel (Per Diem, Mileage)</li> </ul> </li> </ul>		

OFPP - Office of Federal Procurement Policy

Description	Location of Record	Authorized disposition
<p><u>e.</u> <u>PROCUREMENT CAREER DEVELOPMENT AND TRAINING</u>            Federal Procurement Institute            Organization Placement of Procurement Personnel Management, Procurement Work Force            Procurement Support, Adequacy Training, Procurement</p>		
<p><u>f.</u> <u>PROCUREMENT REGULATIONS, GRANTS AND ASSISTANCE PROGRAMS, CONSTRUCTION AND A&amp;E CONTRACTING</u>            A&amp;E Services, Acquisition Contracting Officer, Role Contracts, Types of Construction, Contracting GAO Reports            Grants and Assistance Programs Procurement, Commission on Government (COGP).            Procurement Data System Procurement - Grant Relationships            Procurement Policy Committee, Interagency Procurement Statistics - GSA Profit            Purchasing and Contracting - General Regulations, System Solicitation Methods            Truth in Negotiations</p>		
<p><u>g.</u> <u>SYSTEMS ACQUISITION AND RESEARCH AND DEVELOPMENT</u>            Major Systems, Acquisition Research and Development, Acquisition</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>OFPP</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><u>7. LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division</p>	<p><del>Permanent</del> - See LRD Schedule.</p>
	<p>b. All Other Copies</p>	<p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p><u>9. 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><del>Permanent</del> - See LRD Schedule.</p>
	<p>b. All Other Copies</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><u>7. 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>

PROCUREMENT POLICY DIVISION

Description	Location of Record	Authorized disposition
<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence and other memoranda relating to the internal organization and functions of the Procurement Policy Division (includes personnel, travel, and other housekeeping matters).</p>	<p><i>List Item</i></p> <p>Procurement Policy Division</p>	<p>Temporary -</p> <p>Do not retire.</p> <p>Dispose when 2 years old or when administrative need has ended, <sup>whichever</sup> <sub>is later</sub></p> <p>Start new file each year</p>
<p><u>PROGRAM RECORDS</u></p> <p>Records reflecting the Procurement Policy Division's responsibilities for establishing and maintaining an executive branch system for the development and management of Federal Procurement Policy.</p> <p>Construction</p> <p>Personal Property</p> <p>Real Property</p> <p>Research and Development</p> <p>Services</p> <p>Special Studies</p> <p>    Audio-Visual Study</p> <p>    Drugs and Nonperishable Subsistence Study</p>		<p>Permanent -</p> <p>Close files every 2 years</p> <p>Retire to Record Section 1 year after closing.</p> <p><del>Transfer</del> <sup>offer</sup> to NARS when <u>8</u> years old.</p> <p>Start new file every 2 years.</p>