

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>AUG 25 1975</b>	JOB NO. <b>NC- 51-76-7</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.	
Date <b>9-12-75</b>	<i>James R. Road</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** *Mel Marger* **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 National Security and International Affairs Management Division, Office of Management and Budget		

*Copy to Agency 9-16-75*  
*Amendments authorized by Ms Doering,*  
*OMB Records Section, Office 3 Sep 75*

*13 items*

NATIONAL SECURITY AND INTERNATIONAL AFFAIRS MANAGEMENT DIVISION

The National Security and International Affairs Management Division is responsible for assisting the Department of Defense, the Department of State, the intelligence community and other Federal agencies with an international or national security focus to improve the management of their operations and the efficiency of their Federal spending. This responsibility is carried out by assisting these organizations in the installation of new management systems such as "Management by Objectives" and management studies of major policy issues and problem areas.

NATIONAL SECURITY AND INTERNATIONAL AFFAIRS MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<p><u>1 ADMINISTRATIVE RECORDS</u></p> <p><i>a</i> Correspondence relating to the internal organization and management of the National Security and International Affairs Management Division.                      Chronological file                      Organization -                      Work Plans</p> <p>Personnel and Training                      Travel</p>	<p>MD/NSIA</p>	<p><i>a</i> Temporary -                      Retire to Record Section <sup>for disposal</sup> when 2 years old.  <del>Record Section will retain until no longer needed for administrative or reference purposes</del>                      Start new file every 2 years.</p> <p><i>b</i> Temporary -                      Dispose when 2 years old or when no longer needed for administrative purposes, <sup>whichever is sooner</sup>                      Start new file every 2 years.</p>
<p><i>c</i> Noncurrent Record Transfers (OMB Form 56)</p>		<p><i>c</i> Retain <del>Permanent</del> <sup>Not record</sup> reference copy. <sup>office</sup>                      Dispose when obsolete or superseded.</p>
<p><u>2 BUDGETARY RECORDS</u></p> <p>Reference copies of budgetary records.</p>	<p>MD/NSIA</p>	<p>Temporary -  <del>Retain</del> - do not send to Record Section                      Dispose when <sup>obsolete or</sup> no longer needed for current business, <sup>whichever is sooner</sup>                      Start new file each fiscal year.</p>

NATIONAL SECURITY AND INTERNATIONAL AFFAIRS MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<p><b>3</b> <u>PROGRAM RECORDS</u></p> <p>Records relating to the MD/NSIA'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><i>2 wft/yr</i></p> <p>MD/NSIA</p>	
<p><b>a</b> <u>Management by Objectives</u></p> <p>Department of Commerce                  Department of Defense                  General (overall)                  General Services Administration                  Intelligence Community                  National Security and International Affairs                  National Security Council                  Department of State                  Department of Transportation                  Department of the Treasury</p>		<p><b>a</b> Permanent -                  Close files at end of every 2 years.                  Retire to Record Section 6 months after closing  <del>Transfer</del> <i>offer</i> to NARS when <u>8</u> years old.                  Start new file every 2 years.</p>
<p><b>b</b> <u>Management Studies</u></p> <p>All-Volunteer Force                  Contracting-Out                  Defense Budget Economic Impact                  Defense Officer Personnel Management System                  Export Promotion                  General                  Intelligence Fiscal Guidance                  Military Health Care                  Military Housing                  Overhead/Modernization                  Program Objective Memorandum Manpower Data                  Total Force</p>		<p><b>b</b> Permanent -                  Close file when study is completed.                  Retire completed studies to Record Section every 2 years.  <del>Transfer</del> <i>offer</i> to NARS when <u>8</u> years old.                  Start new file for each new study.</p>
<p><b>c</b> <u>Other</u></p> <p>General Accounting Office Reports</p>		<p><b>c</b> 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><i>MP/NSIA</i></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>MD/NSIA            9. Legislative Reference Division            10. All Other Copies</p>	<p><del>Permanent</del>            See LRD Schedule.            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>9. Legislative Reference Division            10. All Other Copies</p>	<p><del>Permanent</del>            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.</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>