

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975	JOB NO. 51-76-9
NOTIFICATION TO AGENCY	
<p>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>	
<p align="right">10-21-75 <i>James B. Brady</i> Date 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 33 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 Energy, Food, and Analysis Division, Office of Management and Budget</p>		

Copy to Agency 10-22-75

67 items

Energy, Food, and Analysis Division

The Energy, Food, and Analysis Division is responsible for review and analysis of programs, budgets, and legislative proposals effecting the Federal Energy Administration, the energy and minerals area of the Department of the Interior, Federal Power Commission, and the Department of Agriculture. The Division is also responsible for providing assistance to Departments of Agriculture and Interior, the Energy Research and Development Administration, the Environmental Protection Agency, the Federal Energy Administration, the National Aeronautics and Space Administration, the National Science Foundation, and the Nuclear Regulatory Commission in the improvement of existing management systems and efficient Federal systems.

MANAGEMENT/ECONOMIC ANALYSIS BRANCH - ENERGY, FOOD AND ANALYSIS DIVISION

The Management/Economic Analysis Branch of the Energy, Food and Analysis Division is responsible for assisting the Department of the Interior, the Department of Agriculture, the Environmental Protection Agency, the National Science Foundation, the Energy Research and Development Administration, the Nuclear Regulatory Commission, the National Aeronautics and Space Administration, and the Council on Environmental Quality 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.

ENERGY, FOOD AND ANALYSIS DIVISION - MANAGEMENT/ECONOMIC ANALYSIS BRANCH

Description	Location of records	Authorized disposition
<p><u>1. ADMINISTRATIVE RECORDS</u></p>		
<p>Correspondence relating to the internal organization and management of the Management/Economic Analysis Branch.</p>	<p>M/EA Branch</p>	
<p><u>a.</u> Action List Budget - Management Division Management Division Organization MBO - General Instructions Open-ended Branch Meetings Speeches Steel Seminar</p>		<p>Temporary - Retire to Record Section when 2 years old. <i>for disposal</i> Record Section will retain until no longer needed for administrative or reference purposes. Start new file every 2 years.</p>
<p><u>b.</u> Chronological File Personnel Data</p>		<p>Temporary - 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><u>C.</u> Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain <i>Non-record Office</i> Permanent reference copy. <i>Dispose of when obsolete or superseded.</i></p>
<p><u>2. BUDGETARY RECORDS</u></p>		
<p>Reference copies of budgetary records.</p>	<p>M/EA Branch</p>	<p>Temporary - Retain - do not send to Record Section Dispose when <i>obsolete or</i> no longer needed for current business, <i>whichever is sooner</i>. Start new file each fiscal year.</p>

ENERGY, FOOD AND ANALYSIS DIVISION - MANAGEMENT/ECONOMIC ANALYSIS BRANCH

Description	Location of Record	Authorized disposition
<p><u>3. PROGRAM RECORDS</u></p> <p>Records relating to the M/EA Br.'s responsibility to improve the management of its assigned agencies. This responsibility includes "Management by Objectives" and program management records of major policy issues and problem areas.</p> <p><u>Management by Objectives</u></p> <p>Department of Agriculture Department of the Interior National Science Foundation</p> <p><u>Program Management Records</u></p> <p><u>Bureau of Indian Affairs</u> American Indian Movement (Wounded Knee) BIA-General Cheyenne River Water Situation Coalition of Eastern Native Americans (Indian Health Service) Colville Reservation Domestic Council Committee on Indians Indian Affairs - General Indian Conference Indian Contracting Objectives Indian Economic Development Conference National Tribal Chairmen's Association Pierre, S.D., Indian Reservation Visit</p> <p><u>Council on Environmental Quality</u> CEQ-Environmental Impact Statements (EIS) President's Commission on Personnel Interchange (PCPI) - Class V Communication Special Projects</p> <p><u>Economic Analysis</u> Agricultural Data Arab Oil Embargo Coal Industry Profile Economic Efficiency Economic Policy Economics of Environment Electric Utility Energy Coordination Group</p>	<p>M/EA Branch</p>	<p>Permanent - Close files at end of every 2 years. Retire to Record Section after closing transfer ^{offer} to NARS when <u>8</u> years old. Start new file every 2 years.</p>

ENERGY, FOOD AND ANALYSIS DIVISION - MANAGEMENT/ECONOMIC ANALYSIS BRANCH

Description	Location of Record	Authorized disposition
<u>Economic Analysis - Continued</u> Energy Initiatives/Issues Follow-up Federal Energy Administration Fertilizer Task Force General Government Surpluses Historical Energy Flow Accounts International Energy Review Group (IERG) MBO - Agency Objectives - General Oil Market Petroleum/Oil Storage Pollution Control Productivity Project Independence Regulatory Policy Rural Development Strip Mining Timber Timber Task Force		
<u>Energy Research and Development Administration</u> AEC Resource Transfer Papers Background Papers ERDA/NRC - Interagency Agreements EPA - Resource Transfer Papers Export Controls Interagency Agreements and Determination Orders Working Group Interior Resource Transfer Papers NEC - Task Force Papers National Science Foundation NSF Resource Transfer Papers Personnel Working Group Property Working Group Task Force Agendas and Instructions Task Force: Organization Working Group Top Personnel Appointments Transition Papers for Administrator		
<u>ENVIRONMENTAL PROTECTION AGENCY</u> Future Projects MBO Objectives MBO Objectives/Planning Prebrief for MBO Conference		

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

NATURAL RESOURCES, ENERGY AND SCIENCE MANAGEMENT DIVISION

The Natural Resources, Energy and Science Management Division is responsible for assisting the Department of the Interior, the Department of Agriculture, the Environmental Protection Agency, the National Science Foundation, the Atomic Energy Commission, and the National Aeronautics and Space Administration 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.

*Superseded by Management/Economic Analysis
Branch, Energy, Food and Analysis Division*

NATURAL RESOURCES, ENERGY AND SCIENCE MANAGEMENT DIVISION

Description	Location	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>		
10. Correspondence relating to the internal organization and management of the Natural Resources, Energy and Science Management Division	MD/NRES	
9. Action List Budget - Management Division Management Division Organization MBO - General Instructions Open-ended Branch Meetings Speeches Steel Seminar		Temporary - Retire to Record Section when 2 years old. <i>for disposal</i> Record Section will retain until no longer needed for administrative or reference purposes. Start new file every 2 years.
11. Chronological File Personnel Data		Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, <i>whichever is sooner!</i> Start new file every 2 years.
C. Noncurrent Record Transfers (OMB Form 56)		Retain <i>Non-record</i> Permanent reference copy. <i>office</i>
<u>BUDGETARY RECORDS</u>		
11. Reference copies of budgetary records.	MD/NRES	Retain <i>Dispose of when obsolete or superseded</i> Temporary - Retain do not send to Record Section Dispose when <i>obsolete or</i> no longer needed for current business, <i>whichever is sooner.</i> Start new file each fiscal year.

NATURAL RESOURCES, ENERGY AND SCIENCE MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records relating to the MD/NRES' responsibility to improve the management of its assigned agencies. This responsibility includes "Management by Objectives" and program management records of major policy issues and problem areas.</p> <p><u>Management by Objectives</u></p> <p>Department of Agriculture Department of the Interior National Science Foundation</p> <p><u>Program Management Records</u></p> <p><u>Bureau of Indian Affairs</u> American Indian Movement (Wounded Knee) BIA-General Cheyenne River Water Situation Coalition of Eastern Native Americans (Indian Health Service) Colville Reservation Domestic Council Committee on Indians Indian Affairs - General Indian Conference Indian Contracting Objectives Indian Economic Development Conference National Tribal Chairmen's Association Pierre, S.D., Indian Reservation Visit</p> <p><u>Council on Environmental Quality</u> CEQ-Environmental Impact Statements (EIS) President's Commission on Personnel Interchange (PCPI) - Class <u>V</u> Communication Special Projects</p> <p><u>Economic Analysis</u> Agricultural Data Arab Oil Embargo Coal Industry Profile Economic Efficiency Economic Policy Economics of Environment Electric Utility Energy Coordination Group</p>	<p>MD/NRES</p>	<p>Permanent - Close files at end of every 2 years. Retire to Record Section after closing transfer ^{offer} to NARS when <u>8</u> years old. Start new file every 2 years.</p>

NATURAL RESOURCES, ENERGY AND SCIENCE MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<u>Economic Analysis - Continued</u> Energy Initiatives/Issues Follow-up Federal Energy Administration Fertilizer Task Force General Government Surpluses Historical Energy Flow Accounts International Energy Review Group (IERG) MEO - Agency Objectives - General Oil Market Petroleum/Oil Storage Pollution Control Productivity Project Independence Regulatory Policy Rural Development Strip Mining Timber Timber Task Force		
<u>Energy Research and Development Administration</u> AEC Resource Transfer Papers Background Papers ERDA/NRC - Interagency Agreements EPA - Resource Transfer Papers Export Controls Interagency Agreements and Determination Orders Working Group Interior Resource Transfer Papers NEC - Task Force Papers National Science Foundation NSF Resource Transfer Papers Personnel Working Group Property Working Group Task Force Agendas and Instructions Task Force: Organization Working Group Top Personnel Appointments Transition Papers for Administrator		
<u>ENVIRONMENTAL PROTECTION AGENCY</u> Future Projects MEO Objectives MEO Objectives/Planning Prebrief for MEO Conference		

Description	Location of Record	Authorized disposition
<p>13 <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>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>14 <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>15 <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>16. <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 IRL Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>7. <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 IRL 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>18. <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>

Description	Location of record	Authorized disposition
<p><u>19</u> <u>ADMINISTRATIVE RECORDS</u></p> <p><u>3</u> Correspondence relating to the internal organization and management of the Energy Branch.</p> <p><u>a.</u> [Action Items Chronological File Personnel Travel Work Items and Plans]</p>	<p>Energy Branch</p>	<p>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><u>b.</u> Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain Permanent reference copy Office Non-record Dispose of when obsolete or superseded.</p>

EFA Energy Branch

Description	Location of Record	Authorized Disposition
<p><u>2.0.</u> <u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Community Branch reflect the budget process according to the fiscal year involved.</p>		
<p><u>2.1</u> <u>Budget Formulation and Preparation</u></p>		
<ul style="list-style-type: none"> - Ceiling Letter - Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p>(1) Energy Branch Copy</p> <p>(2) All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p><u>2.2</u></p> <ul style="list-style-type: none"> - Spring Planning Review - Director's Review - Presidential Review 	<p>(1) Budget Review Division</p> <p>(2) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>c.</u> <u>Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> - Agency submission and justification - Claims and judgments 	(1) Budget Review Division	See BRD Schedule.
	(2) All other copies	Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.
<u>d.</u>		
<u>Budget Execution</u>		
SF 132 - Apportionments and Reapportionment Schedules	Energy Branch Copy	Permanent - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Offer to NARS when <u>8</u> years old. Start new files for each fiscal year involved.
SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions	Energy Branch Copy	Temporary - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new files for each fiscal year involved.
	Budget Review Division	See BRD Schedule.

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The Energy Branch is responsible for maintaining budgetary records for the following agencies:		
<u>Department of the Interior</u>		
Energy and Minerals Mining Enforcement and Safety Administration Bureau of Mines Full Allocation, Oil and Gas Programs (out FY 1975 - to FEA) Oil Import Administration (out FY 1975 - to FEA)		
<u>Independent Agencies</u>		
Federal Energy Administration Federal Metal and Non-metallic Mine Safety Board of Review Federal Power Commission		

Description	Location of Record	Authorized disposition
21. PROGRAM RECORDS		
<p>The programs of the Energy Branch 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>	Energy Branch	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire closed files closed files closed files and 1974 to Record Section after 6/30/78 transfer to NARS when <u>8</u> years old. Start new files every 2 years.</p>
<p><u>Energy Branch (overall)</u></p> <ul style="list-style-type: none"> Bonded Fuel Budgetary - General Administration Coal - (General) Coastal Zone Management Act Circular A -25 Deepwater Ports Defense Production Act Democratic's Energy Program Depletion Allowance Distrigas Project Economy Efficiency Labeling Emergency Petroleum Allocation Act of 1973 Energy Policy Analysis Center Energy Action Program Energy Conservation Energy Resources Council Energy Crosscut Energy Emergency Act Energy Facilities Siting Energy Initiatives Energy Issues Papers Energy Message (1973) (Critique) Energy Policy Energy, International Energy R&D Energy Stockpiling Entitlements Program EPA Issues Energy Independence Act of 1975 Energy Issue Papers - (Camp David/1974) Fuel Shortage Federal Ocean Program Report Floor (Energy price Issues) Fossil Fuels' Gasoline Tax 		

EFA - Energy Branch

Description	Location of Record	Authorized disposition
Gasoline (General) Gasoline Shortage Gas Allocations to Taxicab Industries Gateway Route Restrictions GAO Reports (Temporary) correspondence Health Insurance Helium Hydro Projects Impoundment Control Act of 1974 Interagency Coal Task Force Interagency Fuel and Energy Meetings Integrated Emergency Program International Energy Program International Fertilizer Development Center Joint Board on Fuel Supply & Fuel Transport Joint Committee on Atomic Energy Land Drilling equipment industry Legislation - energy issue License Fee System Life Cycle Cost-automobile Management by Objectives Materials Shortages Meetings (General) - energy Mineral Initiatives Minerals & Materials Interagency Commodity Review Modified Oil Import Program Natural Gas National Energy Dividend Plan National Petroleum Council Naval Petroleum Reserves Oil Industry Oil Price Equalization Oil Allocation Program Oil, Crude OCS Development - Outer Continental Shelf Oil Policy Committee Working Group Oil Imports and Exports Oil and Gas Tax Incentives Oil Embargo Petroleum Allocation Program Petroleum Import Fee Petroleum Products Petro Chemicals Pollution Control Presidential Energy & Tax program Power Plant Emissions Power Plant Siting Project Independence		

EFA - Energy Branch

Description	Location of Record	Authorized disposition
Regulatory Agencies Refineries Silver Legislation Speed Limit - government vehicles Strip Mining Steel Synthetic Fuels Stripper Well Production Tariffs Utility Taxation		
<u>Department of the Interior</u>		
<u>Mining Enforcement and Safety Administration</u>		
Federal Coal Mine Health and Safety Act of 1969 - Reports General Mine Health and Safety Issue Offset Collections		
<u>Bureau of Mines</u>		
General		
<u>Office of Oil and Gas</u>		
General		
<u>Office of Petroleum Allocation</u>		
General		
<u>Independent Agencies</u>		
<u>Federal Energy Administration</u>		
ADP Contract		
General		
Presidential Objectives		
<u>Federal Power Commission</u>		
General		

Description	Location of Record	Authorized disposition
<p>22. <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>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>23. <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>24. <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>25. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division <i>b.</i> All Other Copies</p>	<p>Permanent See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>26. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p><i>a.</i> Legislative Reference Division <i>b.</i> All Other Copies</p>	<p>Permanent 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>27. <u>NONOFFICIAL PAPERS</u> 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>

Description	Location of Record	Authorized disposition
<p>28 <u>ADMINISTRATIVE RECORDS</u></p>		
<p>Correspondence relating to the internal organization and management of the Agriculture Branch.</p>	<p>Agriculture Branch</p>	
<p>a. [Administrative Matters-Branch Chronological File Travel</p>		<p>Temporary - 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>b. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain <i>Non-record</i> Permanent reference copy <i>office</i></p> <p><i>Dispose of when obsolete or superseded.</i></p>

EFA Agriculture Branch

Description	Location of Record	Authorized Disposition
<p><u>429.</u> <u>BUDGETARY RECORDS</u></p> <p>Budgetary records maintained by the Community Branch reflect the budget process according to the fiscal year involved.</p>		
<p><u>26</u> <u>Budget Formulation and Preparation</u></p> <p><u>27</u> Ceiling Letter</p> <ul style="list-style-type: none"> - Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p>(A) Agriculture Branch Copy</p> <p>(2) All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<ul style="list-style-type: none"> - Spring Planning Review - Director's Review - Presidential Review 	<p>(A) Budget Review Division</p> <p>(2) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> - Agency submission and justification - Claims and judgments 	(1) Budget Review Division	See BRD Schedule.
	(2) All other copies	Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.
<u>Budget Execution</u>		
SF 132 - Apportionments and Reapportionment Schedules	(2) Agriculture Branch Copy	Permanent - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Offer to NARS when <u>8</u> years old. Start new files for each fiscal year involved.
SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions	(2) Agriculture Branch Copy	Temporary - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new files for each fiscal year involved.
	(1) Budget Review Division	See BRD Schedule.

EFA - Agriculture Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The Agriculture Branch is responsible for maintaining budgetary records for the following agencies:		
<u>Department of Agriculture</u>		
Departmental Administration Agricultural Research Service Animal and Plant Health Inspection Service Cooperative State Research Service Extension Service National Agricultural Library Statistical Reporting Service Economic Research Service Commodity Exchange Authority Packers and Stockyards Administration Farmer Cooperative Service Foreign Agricultural Service Foreign Assistance Programs and Special Export Programs Agricultural Stabilization and Conservation Service		
Corporations:		
Federal Crop Insurance Corporation Commodity Credit Corporation Rural Development Service Rural Electrification Administration Farmers Home Administration Soil Conservation Service Agricultural Marketing Service Forest Service Rural Telephone Bank		
<u>Independent Agencies</u>		
Commodity Futures Trading Commission (new FY 1976) Farm Credit Administration		

EFA - Agriculture Branch

Description	Location of Record	Authorized disposition
<p><u>30. PROGRAM RECORDS</u></p>		
<p>a. The programs of the Agriculture Branch 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><u>Agriculture Branch - overall</u></p> <p>ADP Agriculture Appropriation Bill Commodity Exchange Authority Circular A - 95 (Federal Assistance Review USDA) Civil Rights Matters Department of Community Development Disaster Preparedness Employment Matters Environmental Activities Executive Development Farm Bill (Ag. Act of 1970) Farm Credit Administration Fire Ant Questionnaire Food Food for Peace (P.L. 480) GAO Audit Reports - temporary Imports, Meat Inflation Impact Statements Land Grant Schools Legislation - Agriculture Issues Management Improvement/Effectiveness (Circ. A-44) Meat and Poultry Inspection Periodicals, Authorized (Circular A - 3) Poultry Indemnification Property Transfers Public access Program (Land and Water) Research and Development Rural Development (Folders 1 and 2) Russian Wheat Sale - 1972 User Charges (temporary) Veterinary Biologics Regulatory Program Working Capital Fund</p>	<p>Agriculture Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire and 1974 Closed files and 1974 to Record of e r Section after 6/30/76 transfer to NARS when <u>8</u> years old. Start new files every 2 years.</p>
<p><u>Department of Agriculture - overall</u></p> <p>General</p>		

EFA - Agriculture Branch

Description	Location of Record	Authorized disposition
<u>Agricultural Research Service</u> General Research		
<u>Cooperative State Research Service</u> General		
<u>Extension Service</u> General		
<u>Statistical Reporting Service</u> General		
<u>Economic Research Service</u> General		
<u>Agricultural Stabilization and Conservation Service</u> General REAP Program		
<u>Federal Crop Insurance Corporation</u> General		
<u>Commodity Credit Corporation</u> General Cotton Feed Grains Non-fat Dried Milk Rice Sugar Wheat		
<u>Rural Electrification Administration</u> General Financing Individual Loans		
<u>Farmers Home Administration</u> General Housing Loan Programs - General Emergency Loan Program Water & Sewer Grant & Loan Programs		
<u>Soil Conservation Service</u> General Watershed Protection Program		
<u>Agricultural Marketing Service</u> General		

EFA - Agriculture Branch

Description	Location of Record	Authorized disposition
<p><u>Forest Service</u></p> <ul style="list-style-type: none"> General Chemical Toxicants Construction and Land Acquisition Forest Land Management Forest Protection and Utilization Forest and Range Renewable Resources Planning Act of 1974 Forest Roads and Trails Grazing Fees Insect Control Klamath Indian Forest Land Mining Regulations Sawtooth National Recreation Area - Private Lands Sacramento Municipal Utility District (SMUD) Lands Stat & Private Forestry Cooperation Timber Programs (Sales) Timber Task Force Youth Conservation Corps 		

Description	Location of Record	Authorized disposition
<p><u>30.</u> <u>PROGRAM RECORDS</u></p> <p>Project-related memoranda, studies, letters, etc (includes memoranda to the Director and others on specific projects or groups of projects)</p> <p>Authority under which OMB reviews Department of Agriculture Small Watershed projects.</p> <p>Section 5(3) of P.L. 83-566 provides that "Whenever the estimated Federal contribution to the construction cost of works of improvement in the plan for any watershed or subwatershed area exceed \$250,000 or the works of improvement include any structure having a total capacity in excess of twenty-five hundred acre-feet, the Secretary shall transmit a copy of the plan and the justification therefor to the Congress through the President." and,</p> <p>Executive Order 10654 (see also Executive Order 11541) delegates the authority for such transmission to the Director of (Bureau of The Budget) Office of Management and Budget.</p> <p>The records of the Small Watershed projects consist of the following:</p> <ul style="list-style-type: none"> - Small Watershed project report and transmittal from the Secretary of Agriculture to OMB. <p>Department of Agriculture Small Watershed projects -</p> <ul style="list-style-type: none"> Anderson River, Indiana Bayou Bonne Idee, Louisiana Big Mortar-Snuff Box Swamp, Georgia Blackwood Creek, Nebraska Canby Creek, Minnesota Bayou Plaquemine Brule, Louisiana Cedar Run, Virginia City of Browning, Montana Cornish and Flat Creeks, Georgia Cottonwood-Walnut Creek, New Mexico County Line Creek, North Carolina Cypress Creek, Alabama Diamond Brook, Massachusetts East Franklin, Louisiana Elk Creek, West Virginia Elm Creek, Texas Evans Creek (Block "N"), Nevada Flat Rock Creek, Arkansas 	<p>Agriculture Branch</p> <p><i>NN-173-239</i> <i>103P</i></p> <p><i>OMB internal correspondence with Program Records (permanent)</i></p>	<p>Temporary - Retire to Record Section every 2 years. Record Section will dispose when 10 years old.</p>

EFA - Agriculture Branch

Description	Location of Record	Authorized disposition
First Capitol, Wisconsin		
Honolulu, Hawaii		
Jordan Creek, Indiana		
Kickapoo Creek (Lipan), Texas		
Kinder, Louisiana		
Kiokee Creek, Georgia		
Leona River, Texas		
Lower Clear Boggy Creek, Oklahoma		
Little Luckiamute River, Oregon		
Mantachie, Bogue Fala and Eucuba Creeks, Mississippi		
Mill Branch, Georgia		
Mill Brook, New York		
Mission Hill, South Dakota		
McNairy-Cypress Creek, Tennessee		
Newman Lake, Washington		
Nibbs Creek, Virginia		
Norman-Polk, Minnesota		
North & South Mill Creek, West Virginia		
Oak Orchard Creek, New York		
Okatoma Creek, Mississippi		
Ozan Creeks, Arkansas		
Paluxy River, Texas		
Penberton Creek, Florida		
Pine Run, Pennsylvania		
Pollard Creek, Texas		
Pott-Scm-Turkey, Oklahoma		
Rabon Creek, South Carolina		
Red Deer Creek, Texas		
Rock Creek, Oregon		
Rogue River, Michigan		
San Creek, Kansas		
San Felipe Creek, Texas		
Sandy Creek, Texas		
Second Broad River, North Carolina		
Sedwick-Sand Draws, Texas		
Short Creek, Ohio		
Shuqualak Creek, Mississippi		
Sledge Bayou Subwatershed, Mississippi		
South Fork, Arkansas		
South Fork of Blackwater River, Missouri		
Spring Canyon, Wyoming		
Stoney Creek, North Carolina		
Three-Mile & Sulfur Draw, Texas		
Twenty-five Mile Stream, Maine		
Upper Brushy Creek, Alabama		
Upper and Lower Little Black, Missouri and Arkansas		
Upper Muddy Boggy Creek, Oklahoma		
Upper New River, South Carolina		
Wailuku-Alanaio, Hawaii		
Whitewater River (East Fork), Indiana and Ohio		
Yantic River, Connecticut		
Zuni Pueblo, New Mexico		

Description	Location of Record	Authorized disposition
<p>31. <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>Agriculture Branch</i></p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>32. <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>33. <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>34. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division <i>b.</i> All Other Copies</p>	<p>Permanent - See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>35. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p><i>a.</i> Legislative Reference Division <i>b.</i> All Other Copies</p>	<p>Permanent - 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>36. <u>NONOFFICIAL PAPERS</u> 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>