

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975	JOB NO. NC - 51-76-10
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 10-24-75	<i>James B. [Signature]</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:

~~30~~ ~~188~~ ³² 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 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 Mungen* **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 International Affairs Division, Office of Management and Budget		

70 items

International Affairs Division

The International Affairs Division is responsible for the examination of program operations, management, and budgetary issues of the foreign affairs programs of the United States, including diplomatic and consular, and foreign military assistance and economic activities. The Division reviews the programs, budget requirements, and legislative proposals of the Department of State, Agency for International Development, United States Information Agency, Export-Import Bank, Arms Control and Disarmament Agency, and other agencies having responsibility in the area of international affairs. The Division is responsible for the review of U.S. contributions to international organizations such as the United Nations and its specialized agencies, and to multilateral financial institutions such as the World Bank and regional development banks. It provides advice on proposed uses of U.S.-owned foreign currencies, on U.S. Government transactions entering the balance of international payments, on U.S. procurement abroad, and on international monetary and trade affairs. It participates in the analysis of such matters with the National Security Council, the Council on International Economic Policy, and other interagency bodies.

IAD - Division Office

Internal Use

Administrative

Public and Distribution

1. ADMINISTRATIVE RECORDS

Correspondence relating to the internal organization and management of the IAD Division Office.

IAD - Division Office

- 9. [Chronological File
- Classified Destruction Certificates
- Classified Document Register
- Classified Receipt File
- Field Trip Reports

Temporary -
 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.

- 16. [Personnel and Training
- Travel

Temporary -
 Dispose when 2 years old or when no longer needed for administrative purposes, ^{whichever is sooner.}
 Start new file every 2 years.

6. Noncurrent Record Transfers (OMB Form 56)

~~Retain~~ ^{Non-record} ~~reference~~ reference copy.
 Dispose of when ^{obsolete or superseded.}

2. BUDGETARY RECORDS

Reference copies of budgetary records.

IAD - Division Office

Temporary -
~~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.

3. PROGRAM RECORDS

Reference copies of program-related memoranda, studies, letters, etc., to the Director and others on individual programs or issues; study reports.

IAD - Division Office

Temporary -
~~Retain~~ do not send to Record Section.
 Dispose when ^{obsolete or} no longer needed for current business, ^{whichever is sooner.}
 Start new file every

Description	Location of Record	Authorized disposition
<p>4.</p> <p><u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division</p> <p>b. 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>5.</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>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>6.</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 - 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>7. <u>ADMINISTRATIVE RECORDS</u></p>		
<p>Correspondence relating to the internal organization and management of the Economic Affairs Branch.</p>		
<p>9. [Chronological File Classified Document Control Register Classified Receipt File Security (Personnel) Travel Work Plans</p>	<p>Economic Affairs Branch</p>	<p>Temporary - Dispose when 2 years or when no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years.</p>
<p>6. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Branch reference cc; Dispose when obsolete or superseded.</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 judgements 	(1) Budget Review Division	See BRD Schedule.
	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>		
(1) SF 132 - Apportionments and Reapportionment Schedules	(2) 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.
(2) SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions	(a) 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.
	(b) Budget Review Division	See BRD Schedule.

IAD - Economic Affairs Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The Economic Affairs Branch is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Executive Office of the President</u> Council on International Economic Policy Office of the Special Representative for Trade Negotiations</p> <p><u>Funds Appropriated to the President</u> Foreign Assistance Agency for International Development Overseas Private Investment Corporation Inter-American Foundation International Financial Institutions</p> <p><u>Independent Agencies</u> Export-Import Bank of the United States International Trade Commission (new FY 1976 - repl. USTC) United States Tariff Commission (out FY 1975)</p>		

IAD - Economic Affairs Branch

Description	Location of Record	Authorized disposition
<p>9. PROGRAM RECORDS</p> <p>The programs of the Economic Affairs 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>Economic Affairs Branch - overall</u></p> <p>Trade Series</p> <ul style="list-style-type: none"> Trade System - General Trade Negotiations <ul style="list-style-type: none"> United States Analytical Review Group Trade Regulation - Issues <ul style="list-style-type: none"> Drafting Papers - Adjustment Assistance Drafting Papers - General House Consideration - Papers Senate Consideration - Papers Conference Implementation East - West Trade <ul style="list-style-type: none"> General East Europe - General Export Promotion <ul style="list-style-type: none"> General Domestic-International Sales Corporation (DISC) Government Export Assistance Programs- OMB Study Other Studies - General CAO Reports (temporary) Export Expansion (CIEPSM #13) Trade Barriers <ul style="list-style-type: none"> Non-Tariff Barriers to Trade (NTB's) Transportation <ul style="list-style-type: none"> Area <ul style="list-style-type: none"> Unites States Trade Complaint File Proposal Economic Intelligence Textiles <ul style="list-style-type: none"> Textile Negotiation Textile Study <ul style="list-style-type: none"> Cotton Other Textiles Tourism <ul style="list-style-type: none"> General 	<p>Economic Affairs Branch</p>	<p>Permanent - (except where otherwise indicated)</p> <p>Close files every 2 years.</p> <p>Retire closed files and 1977 to Record Section after 6/30/96 offer transfer to NARS when <u>8</u> years old.</p> <p>Start new files every 2 years.</p>

IAD - Economic Affairs Branch

Description	Location of Record	Authorized disposition
<p>General Adjustment Assistance and Import Relief Assistance to Workers Steel Import Restraint</p>		
<p>Buy American Program General Grand Coulee Dam Report System CAC Report (temporary)</p>		
<p>International Monetary System Working Group - General Gold Foreign Investment in the U.S. Investment Committee - General Reform Proposals Wheat Imports Critical Commodities</p>		
<p>Energy Series International Energy Program General Energy Coordinating Group Project Independence International Energy Groups Energy Activity Groups Energy Organization International Energy Matters Oil Import Program International Situation - General National Security and U.S. Energy Policy (NSSM 174) Producer Countries - General Organization of Petroleum Exporting Countries (OPEC)</p>		
<p>Law of the Seas (LOS) Geneva Negotiating Position</p>		
<p><u>Funds Appropriated to the President</u> <u>Foreign Assistance</u></p>		
<p><u>Agency for International Development</u> Management Public Relations (OMB Bulletin 71-6)</p>		

IAD - Economic Affairs Branch

Description	Location of Record	Authorized disposition
<p>Manpower Programming - General Passman Letter/Congressional Letters Foreign Assistance Pipeline Technical Assistance (TA) Bureau (Reimbursable) Excess Property Program Study - 1965 Indirect Cost Funding (211d Program) and Other Research Capital Assistance Program Evaluation GAO/IGA (Inspector General) Audit Reports (temporary) Future of Foreign Aid Treasury/International Financial Institutions (IFI)/AID/State Study - Policy Toward Least Developed Countries (LDC's) Vietnam Administration/Presidential Transfer User Charges, SLUC, Postal Costs (Cir. # 25) (temporary) Presidential Determinations Field Trip Reports</p> <p>New Commitment Assistance Programs (Files by Country)</p> <p>Population Program Review Population Program Study Expansion of AID Population Programs (NSSM 200) Council on Environmental Quality (CEQ) Initiatives Presidential Commission to Observe UN Population Year</p> <p>Debt-Servicing-Receiving Countries General</p> <p>Housing (AID Office of Housing) Loan Authorization Materials General Asia</p> <p>AID Reorganization Study AID Restudy Foreign Aid Policy Study</p>		

IAD - Economic Affairs Branch

Description	Location of Record	Authorized disposition
<p>Task Force on International Development (Peterson Study) Security Assistance - Background Papers Presidential Message Budget Structure and Concepts Final Concepts</p> <p>Supporting Assistance Management Egypt Program Documents Jordan Program Review International Account Israel Economic Assistance Desalting Malta</p> <p>Vietnam Program Review Planning</p> <p>Cambodia Program Review</p> <p>Policy Toward Japan (NSSM 122)</p> <p>Relations with Latin America (NSSM 173)</p> <p>Caribbean Programs Field Trip Reports</p> <p>Bangladesh Relief and Rehabilitation Consortium</p> <p>India Refugee Relief P.L. 480 General World Food Program and Intergovernmental Committee (IGC) GAO Report (Temporary)</p>		

IAD - Economic Affairs Branch

Description	Location of Record	Authorized disposition
<p>Agriculture and Trade - General Commodity Files Sugar Grain Commodity Agreements</p> <p>Darien Gap Highway</p> <p>American Schools and Hospitals Programs (ASHP)</p> <p>Foreign Currencies General Indian Rupee Agreement Yugoslavia Local Currency Situation Egypt Morocco Pakistan</p>		
<p><u>Overseas Private Investment Corporation</u></p>		
<p>Insurance Guaranty Local Currency Community Credit Country Activities OPIC Privatization - CIEP Study Expropriation Policy</p>		
<p><u>Inter-American Foundation</u></p>		
<p>Social Progress Trust Fund GAO Reports (temporary)</p>		
<p><u>International Financial Institutions</u></p>		
<p>General International Monetary Fund (IMF) African Development Bank (AFDB) General Asian Development Bank (ADB) General Ordinary Capital Replenishment Inter-American Development Bank (IADB) General 3rd Replenishment 4th Replenishment International Bank for Reconstruction and Development (IBRD) General GAO Report (temporary)</p>		

IAD - Economic Affairs Branch

Description	Location of Record	Authorized disposition
International Development Association (IDA) General International Development Coordination (IDC) - General		
<u>Independent Agencies</u>		
<u>Export-Import Bank of the United States</u>		
Program Areas Personnel and Administration Management Improvement Reports Direct Loans - Interest Rates Short Term Discount Loans Loan Sales Jet Aircraft Military Sales Cooperative Financing Semi-annual Report on Discount Programs Program Changes - 1974 Arab Cofinancing		
Background Analysis and Studies General Bohi Papers (reply) - "Analysis of the U.S. Eximbank" U.S. Export Financing (Statistics) Voluntary Foreign Credit Restraint (VFCR) Study Organization for Economic Cooperation and Development (OECD) Export Credit Group Principles Meeting - 9/12/72 Semi-annual Report to Congress		
General GAO Reports (temporary) Eximbank/OMB Interface Transition Issues		
<u>United States Tariff Commission</u>		
General Financial Management Evaluation Management Report Unfair Methods of Competition (Section 337)		

Description	Location of Record	Authorized disposition
<p>10. <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>11. <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>12. <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>13. <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 IRLD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>14. <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>15. <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>

IAD - Military Assistance Branch

Description	Location of Record	Authorized disposition
<p>16.</p> <p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Military Assistance Branch.</p> <p>7.</p> <ul style="list-style-type: none"> Administrative - general (Work Plans) Chronological File Classified Document Control Register Classified Receipt File Personnel Travel 	<p>Military Assistance Branch</p>	<p>Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner.</p> <p>Start new files every 2 years.</p>
<p>8.</p> <p>Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord -</p> <p>Branch reference copy</p> <p>Dispose when obsolete or superseded.</p>

17.

BUDGETARY RECORDS

Budgetary records maintained by the Community Branch reflect the budget process according to the fiscal year involved.

a. Budget Formulation and Preparation

- 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)

(a) Branch Copy

(b) All other copies

Permanent -
 Close files at end of each fiscal year involved.
 Retire closed files to Record Section every second fiscal year.
 Offer to NARS when 8 years old.
 Start new files for each fiscal year involved.

Temporary -
 Do not retire to Record Section.
 Dispose when obsolete or no longer needed for current business, whichever is sooner.

- Spring Planning Review
- Director's Review
- Presidential Review

(a) Budget Review Division

(b) All other copies

See BRD Schedule.

Temporary -
 Do not retire to Record Section.
 Dispose when obsolete or no longer needed for current business, whichever is sooner.

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.
	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>		
(1) SF 132 - Apportionments and Reapportionment Schedules	(2) 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.
(2) SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions	(a) 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.
	(b) Budget Review Division	See BRD Schedule.

IAD - Military Assistance Branch

Description	Location of record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The Military Assistance Branch is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Funds Appropriated to the President</u> Foreign Assistance Foreign Military Assistance Programs</p> <p><u>Department of Defense - Military</u> Defense Security Assistance Agency</p>		

IAD - Military Assistance Branch

Description	Location of Record	Authorized disposition
<p>18. <u>PROGRAM RECORDS</u></p>		
<p>The programs of the Military Assistance 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>Military Assistance Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years. Retire closed files 1973 and 1974 to Record Section, after 6/30/76 12/31/76 to NRS when</p>
<p><u>Military Assistance Branch - overall</u> <u>Foreign Aid</u> Security Assistance - general Security Assistance Program Review Committee (SAPRC) <u>Foreign Policy</u> Foreign policy - general Nixon Doctrine <u>Guidance</u> Dept. of Defense State Department <u>Legislative Issues</u> Security Assistance Appropriations Legislation Security Assistance Authorizing Legislation Military Assistance Service - funded (MASF) Legislation Congressional Presentation <u>Military Assistance Advisory Group (MAAG)</u> Functions and Strength <u>Military Aid</u> Military Assistance Programs (MAP) Foreign Military Sales (FMS) Excess Defense Articles MAP Training MASF Aid Multi-year FMS Military Co-Production Military Assistance - general <u>Organization</u> State, DOD; Staffing for Security Assistance <u>Planning and Programming</u> Processes - Agency Policies <u>Presidential Determinations</u> Foreign Military Assistance (country Files) General Foreign Military Sales Act of 1968</p>		<p><u>B</u> years old. Start new files every 2 years.</p>

IAD - Military Assistance Branch

Description	Location of Record	Authorized disposition
Special Reports Defense Security Assistance Agency GAO Reports (Temporary) F-5E International Fighter Aircraft		

Description	Location of Record	Authorized disposition
<p>19. <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>20. <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>21. <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>22. <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 LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>23. <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 LRD 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>24. <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>

IAD - State-USIA Branch

Description	Location of Record	Authorized disposition
<p>25. <u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the State-USIA Branch.</p> <p>a. [Chronological File Classified Document Control Register Classified Receipt File Personnel Travel Work Plans</p>	<p>State-USIA Branch</p>	<p>Temporary - Dispose when 2 years or when no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years.</p>
<p>b. Concurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Branch reference copy Dispose when obsolete or superseded....</p>

26.

Description

Location of Record

Authorized Disposition

BUDGETARY RECORDS

Budgetary records maintained by the Community Branch reflect the budget process according to the fiscal year involved.

2. Budget Formulation and Preparation

- (1) 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)

(a) Branch Copy

(b) All other copies

Permanent -
 Close files at end of each fiscal year involved.
 Retire closed files to Record Section every second fiscal year.
 Offer to NARS when 8 years old.
 Start new files for each fiscal year involved.

Temporary -
 Do not retire to Record Section.
 Dispose when obsolete or no longer needed for current business, whichever is sooner.

- (2) Spring Planning Review
- Director's Review
- Presidential Review

(a) Budget Review Division

(b) All other copies

See BRD Schedule.

Temporary -
 Do not retire to Record Section.
 Dispose when obsolete or no longer needed for current business, whichever is sooner.

26.

Description

Location of Record

Authorized disposition

BUDGETARY RECORDS (continued)

B.
Supplemental and Amended Budget Requests and Estimates

- 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.

C.
Budget Execution

- (1) SF 132 - Apportionments and Reapportionment Schedules

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 8 years old.
Start new files for each fiscal year involved.

- (2) SF 133 - Report on Budget Execution
- SF 220, 221, 222 - Statements of Financial Condition
- Material for special message on deferrals and rescissions

(9) 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.

(4) Budget Review Division

See BRD Schedule.

IAD - State-USIA Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The State-USIA Branch is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Department of State</u> Administration of Foreign Affairs International Organizations and Conferences International Commissions (except IBWC) Educational Exchange Other International Programs</p> <p><u>Independent Agencies</u> Arms Control and Disarmament Agency Board for International Broadcasting Foreign Claims Settlement Commission United States Information Agency</p> <p><u>Temporary Study Commission</u> Commission on the Organization of the Government for the Conduct of Foreign Policy (out FY 1976)</p>		

IAD - State-USIA Branch

Description	Location of Record	Authorized disposition
<p>27.</p> <p><u>PROGRAM RECORDS</u></p> <p>The programs of the State-USIA 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>State-USIA Branch - overall</u> <u>Board of the Foreign Service</u> Automatic Data Processing Overseas Employment Revisions of Circulars and Bulletins Overseas Benefits CAC Reports (temporary) ACTION (Peace Corps) Cable Traffic Requirements User Charges (Circular A 25) (temporary) Advisory Committees (State Dept.) Department of State - general</p> <p><u>Department of State</u> <u>Activities</u></p> <ul style="list-style-type: none"> Consular Fees Passport Office Training of Dependents at Foreign Service Institute Minerals Attaches Commercial Attaches Labor Attaches Foreign Affairs Research Foreign Buildings Office (FBO)-general <p>Special Studies</p> <ul style="list-style-type: none"> Substantive Information Systems Civil Rights Activities <p>Personnel Policies and Operations</p> <ul style="list-style-type: none"> Employee-Management Relations in the Foreign Service Employee Disputes - Appeals Cases Grievance System Personnel Matters - general <p>Commercial and Economic Representation Abroad (CERA) - OMB Study and Report</p> <ul style="list-style-type: none"> Origins and Preparation 1971-73 Interviews - Field Trips Agency Interviews Businessmen Interviews/Views Other Country Experiences <p>Report and Executive Summary-Jan. 1973</p> <p>Publications and Agency Follow-up (State and Commerce)</p>	<p>State-USIA Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire and 1974 closed files to Record Section after 6/30/76 Transfer to NARS when 8 years old. Start new files every 2 years.</p>

IAD - State-USIA Branch

Description	Location of Record	Authorized disposition
<p>General (Foreign Affairs)</p> <ul style="list-style-type: none"> Antarctic Policy Artic Policy Colorado River Salinity Guam Hostship /NYC Police (Protection of Foreign Diplomats) Indochina/International Commission on Control and Stability (ICCS) International Terrorism Micronesia State-MBO (Management by Objectives) Ryukyu Islands War Powers Act - 93rd Congress Interagency Committees (Circular A-63) Monitoring Overseas Direct Employment (MODE) Controls Post-OPRED (Operation Reduction - US Personnel Overseas) Controls OPRED - Basic Documents Balance of Payments (BALPA) - Basic Documents <p>International Organizations and Conferences</p> <ul style="list-style-type: none"> Policy-general Conferences-general World Population Year and Plan of Action - 1974 United Nations Environmental Fund United Nations Relief and Works Agency Law of the Sea (LOS) - general <p>Educational Exchange</p> <ul style="list-style-type: none"> East-West Center - general East-West Center - incorporation Aid to American Schools <p>International Narcotics</p> <ul style="list-style-type: none"> United Nations Fund for Drug Abuse Control (UNFDAC) Bureau of Narcotics and Dangerous Drugs (BNDD) - Justice Dept. Narcotics - Special Action Office for Drug Abuse Prevention (SAODAP) GAO Reports (Narcotics) (temporary) Management Responsibilities (State vs. AID) <p>Cultural Exchange</p> <ul style="list-style-type: none"> General Humanitarian Assistance 		

IAD - State-USIA Branch

Description	Location of Record	Authorized disposition
<p>Chinese-Japanese Language Centers Japan Program CU GARIOA Proposal Refugees Presidential Determinations General Broadening of Office of Refugee Designation Bengali Refugees in India Cuban Refugees Migration and Refugee Assistance</p>		
<p><u>Independent Agencies</u> Arms Control and Disarmament Agency General Board for International Broadcasting Okinawa Reversion Agreement Voice of America (VOA) Study Memos General Presidential Action on Eisenhower Commission Report - 1973 VOA Broadcast Language Priorities Foreign Claims Settlement Commission General POW-MIAs Port of Monrovia (Liberia) United States Information Agency US Olympics Commission Proposal Ocean Expo 75/USIA Information Centers (ICS) Information Screen Service (ISS) Office of African Programs Trip Reports USIA/CU Area General</p>		
<p><u>Temporary Study Commission</u> Commission on the Organization of the Government for the Conduct of Foreign Policy (Murphy Commission) General Task Force on Government Organization</p>		

Description	Location of Record	Authorized disposition
<p>28. <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>29. <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>30. <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>31.</u></p> <p><u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><i>9.</i> Legislative Reference Division</p> <p><i>6.</i> All Other Copies</p>	<p>Permanent See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p><u>32.</u></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><i>9.</i> Legislative Reference Division</p> <p><i>6.</i> All Other Copies</p>	<p>Permanent See LRD 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><u>33.</u></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 - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>