

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975	JOB NO NC- 51-76-12
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
Date 10-31-75	<i>James B. Rhoads</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

*Science, Space, and Energy
Office of Management and Budget Technology Div.*

3. MINOR SUBDIVISION

~~Office of the Director - Record 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 ~~27~~ 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 Mangan
(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 Science, Space, and Energy Technology Division, Office of Management and Budget</p>		

Copy to Agency 11-5-75 JNO

71 items

Science, Space, and Energy Technology Division

The Science, Space, and Energy Technology Division is responsible for review and analysis of energy research and development and related programs, space research and technology, and general science. The Division is also responsible for making recommendations on the programs of the National Aeronautics and Space Administration, the National Science Foundation, Energy Research and Development Administration, The National Science Foundation, Nuclear Regulatory Commission, and Smithsonian Institution.

SSET - Division Office

Description

Location
of record

Authorized Disposition

1. ADMINISTRATIVE RECORDS

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

- Action Lists
- Briefings; Presidential, Director, Assoc. Director, etc.
- Chronological File
- Organization
- Presidential Initiatives
- Presidential Transition
- Work Plans

SSET -
Division
Office

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.

- Personnel and Training
- Travel

Temporary -
Dispose when 2 years old
or when no longer
needed for administra-
tive purposes. *whichever
is sooner*
Start new file every
2 years.

2. Noncurrent Record Transfers (OMB Form 56)

~~Retain~~ *Non-record*
Permanent reference copy.
office
*Dispose when obsolete
or superseded.*

2. BUDGETARY RECORDS

Reference copies of budgetary records.

SSET -
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.

SSET -
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. <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>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>5. <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>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>6. <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>7. ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Nuclear Programs Branch.</p> <p>7. [Action items Chron file Personnel Receipts (classified) Travel Work program</p>	<p>Nuclear Programs Branch</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes ^{which are} _{as soon as} Start new file every 2 years.</p>
<p><u>6. Noncurrent Record Transfers (OMB Form 56)</u></p>		<p>Retain <i>Non-record</i> Permanent reference copy Office <i>Dispose of when obsolete or superseded.</i></p>

Description	Location of Record	Authorized disposition
<p>8. <u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Community Branch <i>Nuclear Programs Branch</i> reflect the budget process according to the fiscal year involved.</p>		
<p>a. <u>Budget Formulation and Preparation</u></p>		
<p>(1)</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>(a) <i>SSET</i> Branch Copy</p> <p>(b) 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>(2)</p> <ul style="list-style-type: none"> - Spring Planning Review - Director's Review - Presidential Review 	<p>(a) Budget Review Division</p> <p>(b) 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>b. Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> - Agency submission and justification - Claims and judgements 	<p>(1) Budget Review Division</p>	See BRD Schedule.
	<p>(2) All other copies</p>	<p>Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<u>c. Budget Execution</u>		
<ul style="list-style-type: none"> - SF 132 - Apportionments and Reapportionment Schedules 	<p><i>Nuclear Prog.</i> Branch Copy</p>	<p>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.</p>
<p><u>d.</u></p> <ul style="list-style-type: none"> - SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions 	<p>(1) <i>Nuclear Prog.</i> Branch Copy</p>	<p>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.</p>
	<p>(2) Budget Review Division</p>	See BRD Schedule.

SSET - Nuclear Programs Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The Nuclear Programs Branch is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Atomic Energy Commission (out FY 1976)</u></p> <p><u>Energy Research and Development Administration (new FY 1976)</u></p> <p><u>Nuclear Regulatory Commission</u></p>	<p>Nuclear Programs Branch</p>	

SSET- Nuclear Programs Branch

Description	Location of Record	Authorized disposition
<p>9. <u>PROGRAM RECORDS</u></p> <p>The programs of the <i>Nuclear Programs Branch</i> 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>Atomic Energy Commission/Energy Research and Development Administration</u> Adm., operations, prop. mgmt., and equipment AEC/DOD relationships Atomic power, general Automatic data processing Bechtel/Uranium Enrichment Associates (UEA) enrichment initiative Biomedical and environmental research (BER) program Controlled Thermonuclear Fusion Research (CTFR) program Economy Speedup Energy policy Energy Research and Development Administration (ERDA) - general Energy R&D 5 year plan Enriched uranium production planning (EUPP) Enrichment commitments Environmental impact statements (EIS) Environmental protection Expediting nuclear power plants Field trips Foreign enrichment projects Fuel Processing Plant Problems GAO reports (temporary) High energy physics (HEP) Hosmer enrichment proposal International activities International energy program Isotopes development (including artificial heart) Joint Committee problems Laser applications Liquid Metal Fast Breeder Reactor (LMFBR) - Demo I Liquid Metal Fast Breeder Reactor (LMFBR) program Long-term program projections Management by Objectives (MBO) Manpower studies Naval reactor program Nuclear Energy Commission (NEC) Non-nuclear energy R&D Organization for uranium enrichment</p>	<p><i>Nuclear Programs Branch</i></p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire ERDA <i>Closed files 5/1/57</i> to and 12/74 to Record Record Section, after 6/30/76 Transfer to NARS when 8 <i>8</i> years old. Start new files every 2 years.</p>

SSET - Nuclear Programs Branch

Description	Location of Record	Authorized disposition
Personnel and organization Physical research program Plowshare Plutonium production planning Pollution abatement reports (EPA) Presidential Transition Private enrichment policy Program support Publications (Circular A-3) (Temporary) Rad-waste Management Reactor development program, misc. Reactor safety Regulatory program Revenues program Safeguards Science policy Space applications Supergrades AEC personnel Transition to ERDA Transition to NRC Uranium resources Weapons program		
<u>Nuclear Regulatory Commission</u> Determination Orders Environmental effects research Energy center siting study Expediting nuclear power plants CAO reports (temporary) International activities Management by objectives (MBO) Nuclear materials fuel cycle facilities regulation Nuclear reactor regulation Nuclear Regulatory Commission (NRC) establishment, Energy Reorganization Act of 1974 Personnel and organization (incl. safeguards) Program direction and administration Regulatory fees and fines and indemnity insurance Safeguards research and analytical studies Safety research Security agency study Standards		

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>See LRD Schedule.</p>
	<p><i>b.</i> All Other Copies</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>See LRD Schedule.</p>
	<p><i>b.</i> 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>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>

Description	Location of Record	Authorized disposition
<p><u>16. ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Science and Energy Technology Branch.</p> <p><u>a.</u> [Action lists Branch Assignments & Manpower Requirements Chron. File Personnel Travel</p>	<p>Science and Energy Technology Branch</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes. ^{whichever} Start new file every 2 years.</p>
<p><u>b.</u> Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain <i>Non-record</i> Permanent reference copy <i>Office</i> <i>Dispose of when obsolete or superseded.</i></p>

Description	Location of record	Authorized disposition
<p>17. BUDGETARY RECORDS</p> <p>Budgetary records maintained by the Community Branch <i>Science & Energy Tech. Br.</i> reflect the budget process according to the fiscal year involved.</p>		
<p>2. <u>Budget Formulation and Preparation</u></p>		
<p>(1) - 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>(9) SSET Branch Copy</p> <p>(6) 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>(2) - Spring Planning Review</p> <ul style="list-style-type: none"> - Director's Review - Presidential Review 	<p>(9) Budget Review Division</p> <p>(6) 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>b. Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> - Agency submission and justification - Claims and judgments 	<p>(1) Budget Review Division</p>	See BRD Schedule.
	<p>(2) All other copies</p>	<p>Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<u>c. Budget Execution</u>		
<ul style="list-style-type: none"> - SF 132 - Apportionments and Reapportionment Schedules 	<p>SSET Branch Copy</p>	<p>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.</p>
<u>d.</u>		
<ul style="list-style-type: none"> - SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions 	<p>(1) SSET Branch Copy</p>	<p>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.</p>
	<p>(2) Budget Review Division</p>	See BRD Schedule.

SSET - Science and Energy Technology Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS (continued)</u></p> <p>The <u>Science and Energy Technology Branch</u> is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Department of the Interior (out FY 1975)</u></p> <p><u>Energy and Minerals</u></p> <ul style="list-style-type: none"> Office of Assistant Secretary Office of Research and Development Office of Coal Research Underground and Other Electric Power Transmission Research <p><u>Energy Research and Development Administration (new FY 1975)</u> (Research and Development only)</p> <p><u>Independent Agencies</u></p> <ul style="list-style-type: none"> National Science Foundation Smithsonian Institution National Gallery of Art Woodrow Wilson International Center for Scholars 		

SSET - Science and Energy Technology Branch

Description	Location of Record	Authorized disposition
<p>18. PROGRAM RECORDS</p> <p>Science and Energy Technology Branch</p> <p>The programs of the Science and Energy Technology 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>Department of The Interior</u> <u>Energy and Minerals</u> Office of Coal Research (Interior) Basic Research & Manpower Development Conservation (Plus Control) -- Automotive R&D Energy R&D Ad Hoc Group Conservation -- Transmission/Storage Environmental Research Effects ERDA ERDO GAO Reports (Temporary) Energy R&D (General) Geothermal Energy Nuclear Fission Solar Energy Oil, Gas & Shale Project Independence Science Advice</p> <p><u>Energy Research and Development Administration</u> <u>Research and Development</u> Antarctic Logistic Study Conservation General Coal ERDA FEA Geothermal Oil, Gas and Shale Solar Synthetic Fuels GAO Reports (Temporary) Patent Policy</p>	<p>Science and Energy Technology 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 ^{05/87} Transfer to NARS when <u>8</u> years old. Start new files every 2 years.</p>

SSET - Science and Energy Technology Branch

Description	Location of record	Authorized disposition
<p><u>Independent Agencies</u></p> <p><u>National Science Foundation</u></p> <p>Annual Reports</p> <p>Assistant Director for Research Education</p> <p>General</p> <p>GAO Reports (Temporary)</p> <p>High Energy Physics (HEP)</p> <p>National Science Board</p> <p>Periodicals (Circular A-3)</p> <p>RANN Strategy and Future Programs (Research Applied to National Needs)</p> <p>R&D and General Science Issues</p> <p><u>Smithsonian Institution</u></p> <p>General</p> <p>National Gallery of Art - general</p> <p>Woodrow Wilson International Center for Scholars - general</p>		

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> 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>See LRD Schedule. 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> 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>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>24. <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>25.</p> <p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Space Programs Branch.</p> <p>a. [Action lists Chron file Travel Work plans</p>	<p>Space Programs Branch</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> <i>Dispose of when obsolete or superseded.</i></p>

Description	Location of Record	Authorized Disposition
<p>26. <u>BUDGETARY RECORDS</u></p> <p>Budgetary records maintained by the Community Branch <i>Space Programs Br.</i> reflect the budget process according to the fiscal year involved.</p>		
<p>7. <u>Budget Formulation and Preparation</u></p>		
<p>(1) - Ceiling Letter</p> <p>- Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11)</p> <p>- Appeals</p> <p>- Allowance Letter</p> <p>- Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)</p>	<p><i>Space Prog.</i> (9) Branch Copy</p> <p>(6) 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>(2) - Spring Planning Review</p> <p>- Director's Review</p> <p>- Presidential Review</p>	<p>(9) Budget Review Division</p> <p>(6) 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>		
<ul style="list-style-type: none"> - 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 <u>8</u> years old. Start new files for each fiscal year involved.
<ul style="list-style-type: none"> - SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions 	(1) 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.
	(2) Budget Review Division	See BRD Schedule.

SSET - Space Programs Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The Space Programs Branch is responsible for maintaining budgetary records for the following agency:</p> <p><u>National Aeronautics and Space Administration</u></p>	<p>Space Programs Branch</p>	

SSET - Space Programs Branch

Description	Location of Record	Authorized disposition
<p>27. <u>PROGRAM RECORDS</u></p> <p>The programs of the <i>Space Programs Branch</i> 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>National Aeronautics and Space Administration</u> GAO Reports (Temporary) Periodical/Questionnaire Clearance (Circular A-3 Temporary) President's Annual Aeronautics & Space Report Property Transfers User Charges (temporary)</p> <p><u>Manned space flight:</u> Manned space flight Skylab Space Shuttle Apollo/Soyuz test program (ASTP)</p> <p><u>Space Science:</u> Space science Lunar and planetary Viking Physics & astronomy High energy astronomy observatory Launch vehicles</p> <p><u>Applications:</u> Applications Weather & climate Pollution monitoring satellite Earth resources survey program - (ERTS/EROS) Interagency coordinating committee earth resources survey program (ICCERSP) Communications/navigation satellites Earth & ocean physics</p> <p><u>Space research & technology:</u> Space research & technology</p> <p><u>Aeronautical research & technology:</u> Aeronautical research & technology Short take-off & landing aircraft (STOL) Engine quieting Supersonic cruise aircraft research (SCAR)</p>	<p><i>Space Programs Branch</i></p> <p><i>Functionally arranged</i></p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire to Closed files 1974 to and 1975 to Record Section after 30-76 05-8-76, Transfer to NARS when 8 years old. Start new files every 2 years.</p>

SSET - Space Programs Branch

Description	Location of Record	Authorized disposition
<p><u>Other programs:</u> Construction of facilities Energy R&D programs International activities Technology utilization/university affairs/ low cost payloads Tracking & data relay satellites (TDRSS)</p> <p><u>NASA Organization and Management</u> Personnel Advisory Committees Organization & Management (O & M) Institutional Base Long Range Plan</p> <p><u>NASA Centers:</u> Ames Research Center (ARC) Flight Research Center (FRC) Goddard Space Flight Center (GSFC) NASA Headquarters (HDQ.) Jet Propulsion Laboratory (JPL) Johnson Space Center (JSC) Kennedy Space Center (KSC) Langley Research Center (LRC) Lewis Research Center (LeRC) Marshall Space Flight Center (MSFC) Michoud Assembly Facility (MAF) National Space Technology Laboratories (NSTL) Wallops Flight Center (WFC)</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>31. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division b. All Other Copies</p>	<p>See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>32. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p>a. Legislative Reference Division b. All Other Copies</p>	<p>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>33. <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>