

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

PG 51

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:

LEAVE BLANK	
DATE RECEIVED OCT 6 1975	JOB NO. NC - 51-76-14
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 10-21-75	<i>James B. Rhoads</i> Archivist of the United States

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

October 2, 1975
(Date)

Melvin Margerum
(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
	See attached Record Schedule: Record Schedule for the Organization and Special Studies Division, Office of Management and Budget		
	<i>Copy to Agency 10-22-75</i>		<i>12 items</i>

Organization and Special Studies Division

The Organization and Special Studies Division is charged with responsibility for the improvement of organization throughout the executive branch of the Federal government. Among the identifiable areas of staff effort are the following: (1) This Division identifies problems in Executive Branch organization, and recommends corrective actions to the President or agency heads. This may require the conduct of studies that analyze causes of difficulties and assess alternatives for their resolution, and propose courses of action with accompanying rationale and supporting materials. Typically, legislation and background materials are developed for creation of new departments and independent agencies through selective consolidation of authorities and attendant resources. (2) Efforts will be continued to reorganize Federal domestic programs by major purpose, with particular emphasis on legislation to create an Energy Research and Development Administration, an attendant Nuclear Energy Commission, a Department of Energy and Natural Resources, and a Federal Energy Administration. The Division is responsible for coordinating Executive Branch work in support of this legislation through all stages of congressional consideration and in the activation of departments and agencies created. In addition, substantial effort will be devoted to reassessing the remaining three major Presidential departmental proposals to determine the feasibility of their resubmission to the Congress after appropriate modification. Additionally, a number of special studies in Federal organization are under way to assess the need for legislative or administrative realignment of responsibilities.

Organization and Special Studies Division

Description	Location of Record	Authorized disposition
<p><u>1. ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Organization and Special Studies Division.</p> <p><u>a.</u> Chronological File Weekly Activity Reports</p>	<p>Organization and Special Studies Division</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 files every 2 years.</p>
<p><u>b.</u> Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>
<p><u>2. BUDGETARY RECORDS</u></p> <p>Reference copies of budgetary records.</p>		<p>Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business - whichever is sooner. Start new files each fiscal year.</p>

Organization and Special Studies Division

Description	Location of Record	Authorized disposition
<p>3. PROGRAM RECORDS</p> <p>The program records of the Organization and Special Studies Division reflect it's responsibilities for the improvement of organization throughout the executive branch of the Federal government. The records include program-related memoranda, studies, letters, etc.; memoranda to the Director and others on the forms and structure of government organization; the authority to reorganize; the allocation of functions; general organization history, surveys, and plans for reorganization; organization nonenclature.</p> <p>The records are maintained by subjects such as:</p> <p>Government organization:</p> <ul style="list-style-type: none"> Government organization in general Economic affairs Environmental quality programs Energy research and development Executive Office of the President Natural resources Regulatory agencies Reorganization in general Science and Technology 	<p>Organization and Special Studies Division</p>	<p>Permanent -</p> <p>Close files at end of every second calendar year.</p> <p>Retire closed files to Record Section every second calendar year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files every second calendar year.</p>

Organization and Special Studies Division

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<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>Organization and Special Studies Division</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>		

Organization and Special Studies Division

Description	Location of Record	Authorized disposition
<p>7. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>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>8. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p>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 - whichever is sooner. Start new file every 2 years.</p>
<p>9. <u>NONOFFICIAL PAPERS</u></p> <p>Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain 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>Organization and Special Studies Division</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>