

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED OCT 9 1975	JOB NO. NC- 51-76-15
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>	
Date <i>11-10-75</i>	<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
Office of Management and Budget
3. MINOR SUBDIVISION
Office of the Director - Records Section
4. NAME OF PERSON WITH WHOM TO CONFER
Melvin Margerum/Charles Howton
5. TEL. EXT.
103-3914
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

10/8/75 (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
1.	<p>RG 51: Records of the Bureau of the Budget/ Office of Management and Budget</p> <p>Estimates Division Budget Review Division Organization and Special Studies Division</p> <p>Office-wide records on BOB/OMB clearance of Government periodicals in accordance with OMB Circular No. A-3 (Government Periodicals).</p> <p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Agency correspondence requesting approval of publications. b. B.B. Forms No. 34 (Bureau of the Budget Record of Periodicals), internally used form summarizing information contained in agency letter - - now obsolete. c. Copies of BOB/OMB response to agency requests. <p>Immediate disposal requested for all above records prior to July 1, 1970. (3 cu. ft.)</p> <p>Continual disposal requested for the above when 5 years old.</p>		

Copy to Agency 11-28-75 (A)

22 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>Estimates Division</p> <p>Records concerning increased personnel compensation costs authorized by P.L. 694 (pay increases), and P.L. 821 (overtime) and Executive Order no. 9289 prescribing the regulations governing such payments as required by various BOB Bulletins.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Agency worksheets showing costs of payments, additional funds required, and other data by appropriation title and agency.b. Transmittal memoranda and correspondence pertaining to the above.c. Internal BOB summary sheets. <p>Immediate disposal requested -- covers period FY 1943-1944.</p>		
3.	<p>Budget Review Division</p> <p>Records concerning agency compliance with BOB/OMB Circular No. A-25 (Federal Government User Charges) and subsequent correspondence pertaining thereto.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Agency reports as required by Circular No. A-25; prepared on S.F. No. 4 (User Charges Report)--exhibit attached--obsolete for per transmittal memorandum No. 2 of Circular No. A-25, dated April 16, 1974.b. Transmittal memoranda and related correspondence submitted with S.F. No. 4.c. Copies of internal BOB/OMB memoranda regarding agency reports.d. Budget Review Division working papers on user charges. <p>Immediate disposal requested for all above records through calendar year 1974. (15 cu. ft.)</p>		
4.	<p>Budget Review Division</p> <p>Records concerning Schedules of Changes in Motor Vehicle Sheets (Exhibit 84) of agencies submitted to the Bureau of the Budget/Office of Management and Budget as required under the provisions of</p>		

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	<p>BOB/OMB Circular No. A-11 (Preparation and Submission of Annual Budget Estimates).</p> <p>Records consist of tabular compilations on specific types of vehicles, arranged by agency, to include number on hand at start of year, acquisitions and disposals, and net active fleet at end of year involved.</p> <p>Immediate disposal requested for the above records through FY 1971 (5 cu. ft.)</p> <p>Continual disposal requested for the above when 5 years old.</p> <p>5. Budget Review Division</p> <p>Records concerning the Bureau of the Budget's Mid-Year Review of the Federal Budget for the present fiscal year (conducted during the first quarter of the fiscal year).</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. B.B. Forms No. 46 (Schedule of Budget Authorizations and Expenditures) containing data on New Obligational Authority and Expenditures, both in budget, and enacted or anticipated, by agency and program--now obsolete.b. Copies of internal memoranda regarding the above.c. Budget Review Division working papers and tabular worksheets pertaining to the above. <p>Immediate disposal requested - covers period FY 1952 through FY 1963 (1 cu. ft.)</p>		
6.	<p>Budget Review Division</p> <p>Records concerning agency statements of estimated expenditures and balances (Expenditure Analysis Sheets) by appropriation title and agency; agency estimated and actual expenditures and obligations; and agency estimated and actual expenditures, and amounts available, referred to in various BOB Bulletins and Circulars--now obsolete per OMB Circular No. A-11 (Preparation and Submission of Annual Budget Estimates).</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Records consist of agency worksheets, transmittal memoranda, and internal worksheets.</p> <p>Immediate disposal requested--covers period FY 1943 through FY 1949. (1½ cu. ft.)</p>		
7.	<p>Budget Review Division</p> <p>Copies of authorizations to effect transfers of appropriations from funds appropriated to the President to other agency accounts submitted to the Bureau of Accounts, Department of the Treasury.</p> <p>Records consist of S.F. No. 1151 (Nonexpenditure Transfer Authorization).</p> <p>Immediate disposal requested--covers period 1950-1963. (less than 1 cu. ft.)</p>		
8.	<p>Budget Review Division</p> <p>Analysis of Appropriation Bills compiled for internal BOB use. Records consist of printed legislation, copy of memorandum to the President on each bill outlining differences between submitted budget estimates and amounts approved by Congress, and copies of other internal memoranda.</p> <p>Immediate disposal requested--covers fiscal years 1947, 1948, and 1953 only. (less than 1 cu. ft.)</p>		
9.	<p>Labor and Welfare Division</p> <p>Records concerning agency reports on Federal hospital costs and workload statistics submitted in accordance with cost-accounting procedures in compliance with BOB Circular No. A-12 (Uniform Classification According to Objects).</p> <p>Records consist of Bureau of the Budget standardized cost and statistical reporting forms and transmittal memoranda submitted for agency and hospital concerned.</p> <p>Immediate disposal requested--covers period FY 1960 through FY 1962. (1 cu. ft.)</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10.	<p>Resources and Civil Works Division - Assistant on Cartography</p> <p>Records concerning agency reproduction and photogrammetry costs on Federal mapping and charting activities compiled for cost-accounting and statistical purposes and based on information supplied to the Bureau of the Budget under the authority of Executive Order No. 9094 and No. 3206.</p> <p>Records consist of internally-compiled data worksheets.</p> <p>Immediate disposal requested--covers period 1941 through 1949. (4 cu. ft.)</p>		
11.	<p>Resources and Civil Works Division - Assistant on Cartography</p> <p>Records concerning agency reports on performance and cost accounting for standard topographic mapping as requested by BOB Circular No. A-16 (Coordination of Surveying and Mapping Activities).</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Standardized forms compiled for specific agency and project reported.b. Transmittal memoranda pertaining to the above.c. Copies of memoranda and correspondence in response to agency when warranted. <p>Immediate disposal requested--covers period 1941 through 1960 (1 cu. ft.)</p>		