

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

R5-51

LEAVE BLANK	
DATE RECEIVED DEC 16 1975	JOB NO NC1-51-76-12
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 with drawn in column 10	
Date <u>2-5-76</u> <u>James P. O'Neil</u> acting 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 (395) 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 18 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

December 12,
~~XXXXXXXXXX~~ 1975
(Date)

Melvin Margern
(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 Budget Review Division, Office of Management and Budget</p>		
<p>Copy to Agency 2/9/76</p>			<p>43 items</p>

Budget Review Division

The Budget Review Division assists the Director, and the Deputy Director in the exercise of the Office's responsibilities for the Federal budget. It coordinates the preparation of the budget and supplemental estimates, the review of program and financial plans, the apportionment system, the use of financial reports, and the structure, classifications, and methods of budget control and review. It prepares fiscal analyses, recommends budget guides, and plans improvements in the budget system. The Division maintains close liaison with the Economic Policy Division.

BRD - Division Office

Description	Location of Record	Authorized disposition
<p>1. ADMINISTRATIVE RECORDS</p> <p><i>a.</i> Correspondence relating to the internal organization and management of the BRD Division Office.</p> <p>Assignments and Organization Chronological File</p> <p><i>b.</i> Noncurrent Record Transfers (OMB Form 56)</p>	<p>Division Office</p>	<p>Temporary - Retire to Record Section for <i>dispose</i> when 2 years old. Record Section will retain until no longer needed for administrative or reference purposes. Start new files every 2 years.</p> <p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>
<p>2. BUDGETARY RECORDS</p> <p>Reference copies of budgetary records for the Budget Review Division budget.</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>
<p>3. PROGRAM RECORDS</p> <p>Reference copies of program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports.</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 every 2 years.</p>

BRD - Deputy Assistant Director for Budget Review

Description	Location of Record	Authorized disposition
<u>4. ADMINISTRATIVE RECORDS</u>		
<p>a. Correspondence relating to the internal organization and management of the office of the Deputy Assistant Director for Budget Review.</p> <p>Chronological file</p>	<p>Deputy Assistant Director for Budget Review</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years.</p>
<p>b. Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>
<u>5. PROGRAM RECORDS</u>		
<p>The program records of the Deputy Assistant Director for Budget Review reflect the responsibility for aiding the Assistant Director for Budget Review in the direction and administration of the work of the Division with particular attention to those activities dealing with fiscal analysis.</p> <p>The records include:</p>		
<p>a. Program-related memoranda, studies, letters, etc.; memoranda to the Director and others on programs or issues not handled at the Branch level.</p>		<p>Permanent - Close files at end of every second year. Retire closed files to Record Section every second year. Offer to NARS when 8 years old. Start new files every second year.</p>
<p>b. Reference copies of program-related memoranda, studies, letters, etc.; memoranda to the Director and others on programs or issues handled at the Branch level.</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 every 2 years.</p>

BRD - Budget Preparation Branch

Description	Location of Record	Authorized disposition
<p>6. <u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Budget Preparation Branch.</p> <p>a. Chronological file</p>	<p>Budget Preparation Branch</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years.</p>
<p>b. Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord - Branch reference copy. Dispose when obsolete or superseded.</p>

BRD - Budget Preparation Branch

Description	Location of Record	Authorized disposition
<p>7. <u>PROGRAM RECORDS</u></p>		
<p>The program records of the Budget Preparation Branch reflect its responsibilities to schedule and review the operations involved in preparation of the Federal budget. The records include program-related memoranda, studies, letters, etc.; memoranda to the Director and others.</p>	<p>Budget Preparation Branch</p>	<p>Permanent - Close files at end of every second fiscal year. Retire closed files to Record Section every <u>second</u> fiscal year. Offer to NARS when <u>8</u> years old. Start new files every second fiscal year.</p>
<p>The records are maintained by function such as:</p>		
<p>a. [Apportionment actions, review and summary Congressional action, effect on budget Controllability of funds, summary Expenditure estimates, review of Offsetting receipts Outlay ceiling and limitations Outlay estimates Outlays, projections and analyses Rescessions and deferrals (all agencies) Reserves of budget funds</p>		
<p>b. [Reviews (all agencies) Spring planning Director's Nonoral Presidential</p>		<p>Permanent - Close files-at end of each fiscal year involved. Retire one fiscal year to Record Section each year. Offer to NARS when <u>6</u> years old. Start new files for each fiscal year involved.</p>
<p>c. [Supplemental and amended budget requests and estimates (all agencies) Agency submissions and justifications Claims and judgements</p>		<p>Permanent - Close files at end of each session of Congress. Retire one session each year. Offer to NARS when 8 years old. Start new files for each session of Congress.</p>

BRD - Budget Preparation Branch

Description	Location of Record	Authorized disposition
<p>8. <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>	Budget Preparation Branch	Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
<p>9. <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>10. <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>		

BRD - Budget Preparation Branch

Description	Location of Record	Authorized disposition
<p>11. <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>12. <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 - whichever is sooner. Start new file every 2 years.</p>
<p>13. <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>Budget Preparation Branch</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

BRD - Fiscal Analysis Branch

Description

Location
of Record

Authorized disposition

14. ADMINISTRATIVE RECORDS

Correspondence relating to the internal organization and management of the Fiscal Analysis Branch.

Fiscal
Analysis
Branch

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

9. Assignments and Objectives
Chronological File

6. Noncurrent record transfers (OMB Form 56)

Nonrecord -
Branch reference copy.
Dispose when obsolete
or superseded.

BRD -
Fiscal Analysis Branch

Description	Location of Record	Authorized disposition
<p>15. PROGRAM RECORDS</p> <p>The program records of the Fiscal Analysis Branch reflect its responsibilities for the preparation of fiscal analyses projections and reviews, or the assignment of this preparation to the specific program division involved, as well as the preparation of special analyses and proposals relating to fiscal policy for budgetary use. The records include program-related memoranda, studies, letters, etc.; memoranda to the Director and others.</p> <p>The records are maintained by function such as:</p> <ul style="list-style-type: none"> Budget document preparation Director's testimony relating to the Budget Mid-sessions and overview sessions of budget reviews General economic and budget policy <ul style="list-style-type: none"> Budget outlook and policy Economic outlook and policy Restraint measures (reductions, terminations, and reforms) Measures to stimulate the economy (anti-recession planning) Budget procedures and concepts <ul style="list-style-type: none"> Transition to the new fiscal year Functional classification Outlay ceilings Budget tracking system (rolling budget) Constant dollar data Controllability Offsetting receipts Budget reform studies Receipts, tax policy, and tax expenditures <ul style="list-style-type: none"> Receipt estimates Offshore oil receipts Tax policy Tax expenditures 	<p>Fiscal Analysis Branch</p>	<p>Permanent-</p> <ul style="list-style-type: none"> Close files at end of every second fiscal year. Retire closed files to Record Section every <u>second</u> fiscal year. Offer to NARS when <u>8</u> years old. Start new files every second fiscal year.

BRD -

Fiscal Analysis Branch

Description	Location of record	Authorized disposition
<u>PROGRAM RECORDS</u> (continued)		
Specific programs Agriculture Credit programs and subsidies Energy Federal employment Health Income security Interest estimates State and local Advisory Commission on Intergovernmental Relations Catalog of Federal Domestic Assistance- Circular A-89 Grants-in-aid New Federalism Off-Budget Agencies Outlays by geographic areas Public interest groups Revenue sharing State and local fiscal situation User charges - Circular A-25		

BRD - Fiscal Analysis Branch

Description	Location of Record	Authorized disposition
<p>16. <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>	Fiscal Analysis Branch	Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
<p>17. <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>18. <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>		

BRD - Fiscal Analysis Branch

Description	Location of Record	Authorized disposition
<p>19. <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>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>20. <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>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>21. <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>Fiscal Analysis Branch</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

BRD - Resources Systems Branch

Description	Location of Record	Authorized disposition
<p>22. <u>ADMINISTRATIVE RECORDS</u> Correspondence relating to the internal organization and management of the Resources Systems Branch.</p> <p>9. Chronological File Functions and Organization</p>	<p>Resources Systems Branch</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years.</p>
<p>Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord - Branch reference copy. Dispose when obsolete or superseded.</p>

BRD - Resources Systems Branch

Description	Location of Record	Authorized disposition
23. <u>PROGRAM RECORDS</u>	Resources Systems Branch	Permanent - Close files at end of every second fiscal year. Retire closed files to Record Section every <u>second</u> fiscal year. Offer to NARS when <u>8</u> years old. Start new files every second fiscal year.
<p>The program records of the Resources Systems Branch reflect its responsibilities for planning the improvement of the Federal budget system and OMB's methods for carrying out its budget function. The records include program-related memoranda, studies, letters, etc.; memoranda to the Director and others.</p> <p>The records are maintained by subjects such as:</p> <ul style="list-style-type: none"> Accounting <ul style="list-style-type: none"> Accrual Allowance letter Annexed Budget Anti-deficiency Act <ul style="list-style-type: none"> Violations Apportionments Balances <ul style="list-style-type: none"> Analysis of Balance of payments Rescission Budget authority <ul style="list-style-type: none"> Circular A-31 Concepts of Contract authority (Backdoor financing) Loan authority Budget design/format Budget execution <ul style="list-style-type: none"> Circular A-34 Budget improvement <ul style="list-style-type: none"> Rolling budget Budget instructions <ul style="list-style-type: none"> Circular A-11 Exceptions to Circular A-11 		

BRD - Resources Systems Branch

Description	Location of Record	Authorized disposition
Budget projections		
Budget reform		
Budget, responsibilities with respect to - Circular A-10		
Classification Object - Circular A-12 Character Functional		
Congressional budget interests Annual budget letter Problems with the budget Review of the budget		
Director's review		
Employment Ceilings/average grade Personnel/expenditure cutback Hiring and promotion freeze		
Entertainment allowances		
Examiner's Handbook		
Financial management improvement		
Fiscal periods		
Foreign currency - Circular A-20		
Funds Deposit Federal Revolving Special Special funding arrangements Trust funds		
Outlays, control		
Planning, programming, budgeting		

BRD - Resources Systems Branch

Description	Location of Record	Authorized disposition
Policy letter		
Presidential Review of the Budget		
Receipts General Governmental Proprietary		
Reserves		
Spring planning review		

Description	Location of Record	Authorized disposition
<p>24. <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>	Resources Systems Branch	Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
<p>25. <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>26. <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>		

BRD - Resources Systems Branch

Description	Location of Record	Authorized disposition
<p>27. <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>28. <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>29. <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>Resources Systems Branch</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>