

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

RG: 51

LEAVE BLANK	
DATE RECEIVED <b>DEC 16 1975</b>	JOB NO.
<b>NC1-51-76-18</b>	
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 <b>3-8-76</b>	<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 *Information Systems Division*  
~~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:**

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**December 12,  
~~XXXXXX~~ 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
	<p>See attached Record Schedule: Record Schedule for the Information Systems Division, Office of Management and Budget</p>		

*Copy to Agency 3-10-76 [Signature]*

*16 items*

## Information Systems Division

The Information Systems Division assists the Director and other OMB officials in the exercise of the Office's responsibility for the improvement of executive branch management through the application of information technology. The Division develops Government-wide information systems policy, exercises fiscal and policy oversight on the acquisition and use of ADP throughout the Government. It has lead in OMB for coordinating the development of Federal policies for the protection of an individual's right to privacy. It also provides leadership in meeting congressional information requirements as specified in Sections 201-203 of the Legislative Reorganization Act of 1970 and Title VIII of the Congressional Budget Act of 1974.

Additionally, it provides design and computer operational services in support of the Office's budgetary and legislative reference processes. It also reviews agency budget proposals and program issues relating to the acquisition and operation of ADP as well as providing technical assistance to the management and program divisions.

Information Systems 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 Information Systems Division.</p> <p>Chronological File Organization and functions Work Program</p>	<p>Information Systems Division <i>for disposal</i></p>	<p>Temporary - Retire to Record Section when 2 years old. <del>Record Section will retain until no longer needed for administrative or reference purposes.</del> Start new files every 2 years.</p>
<p><u>1b. Noncurrent Record Transfers (OMB Form 56)</u></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 for the Information Systems 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><u>3. DATA AUTOMATION PROGRAM</u></p> <p>Data automation planning and operational records are normally those created during the life cycle of individual computer installations. These include planning, managing, procuring, selecting, utilizing, and accounting for physical facility investment of the ADP installation and supporting activities.</p> <p>a. Planning documents - include master plan, feasibility studies with associated charts and diagrams, and supporting data that reflect on the characteristics of the data automation activity.</p> <p>b. Program management - include development of plans, policy, and procedures governing the conversion to electrical machine operations and supervision, control coordination, and operation of the mechanization program.</p> <p>c. Standardization - data elements and codes</p>		<p>Permanent - Close files every second calendar year. Retire to Record Section every second calendar year. Offer to NARS when 8 year old. Start new files every second calendar year.</p>

Information Systems Division

Description	Location of Record	Authorized disposition
<p><u>DATA AUTOMATION PROGRAM</u> - continued</p>		
<p>d. Contract Files - Reference copies of NSF and GSA contracts, requisitions, etc., and other related papers and correspondence pertaining to ADP work performed for ISD and kept on a component basis for administrative purposes. (Official records maintained by appropriate NSF and GSA contracting office with responsibility for such work performed for OMB.)</p>		<p>Temporary - Close files upon termination or completion of contract activity. Retire closed files to Record Section every second calendar year. *Dispose when 6 years old. Start new files for each new contract or renewal</p> <p>*(Actual disposal of these records cannot be made pending the disposition of the case of U.S.A. vs. IBM Corp. 69 Civ. 200, filed March 17, 1972. Record Section will retain until no longer needed for legal purposes.)</p>

Information Systems Division

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>The program records of the Information Systems Division reflect it's responsibility for the improvement of executive branch management through the application of information technology. The records include program-related memoranda, projects, studies, letters, etc.; memoranda to the Director and others on Government-wide information systems policy; fiscal and policy oversight on acquisition and use of ADP throughout Government.</p> <p>The records are maintained by categories such as the following:</p> <p>Automatic Data Processing  Documentation required for servicing machine readable records is defined as the organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP systems. These include project documentation, system specifications, test data and procedures, file and user documentation, and the various installation procedures and standards used in daily operations.</p> <p>Federal Policy    Management Information Systems  - Responsibilities for the administration and management of automatic data processing activities (Circular A-71)  - Cooperation with State and local governments to coordinate and improve information systems (Circular A-90)</p> <p>Federal ADP reporting/statistics  </p> <p>ADP Applications Projects  Integrated budget - PPB subsystem (program, planning, budgeting)  - McKinsey Study, primary source  - Program progress reporting (development of system  - Performance measurement system (management by objectives)  Development  Implementation  Operations  - Special Geographic Impact Studies  - Legislative Tracking System (developed thru Congress for White House)  Other systems developed at ...</p>	<p>Information Systems Division</p>	<p>Permanent -  Close files at end of every second calendar year.  Retire closed files to Record Section every second calendar year.  Offer to NARS when <u>8</u> years old.  Start new files every second calendar year.</p>

Information Systems Division

Description	Location of Record	Authorized disposition
<u>PROGRAM RECORDS</u> - continued		
Geographic distribution of Federal outlays (Circular A-84)		
Legislative Reorganization Act of 1970 Sections 201-203 - congressional information		
Congressional Budget Act of 1974 - Title VIII		
<b>Privacy</b> Responsibilities for the maintenance of records about individuals by Federal agencies (Circular A-108) Privacy Act (PL 93-574) - implementation Vice President's Committee on Right of Privacy		

Information Systems Division

Description	Location of Record	Authorized disposition
<p>5. <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>Information Systems Division</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>6. <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>7. <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>		

Information Systems Division

Description	Location of Record	Authorized disposition
<p><b>8.</b></p> <p><u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><b>9.</b> Legislative Reference Division</p> <p><b>11.</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><b>9.</b></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><b>9.</b> Legislative Reference Division</p> <p><b>11.</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><b>10.</b></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 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>Information Systems Division</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>