

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 18 1976	JOB NO NC1 - 51-76-20
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>	
4-15-76	<i>James B. Boehm</i>
Date	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 *Human Resources Div.*
~~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 46 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/5/76 (Date) *Melvin Mengerum* (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 Human Resources Division, Office of Management and Budget</p>		

Copy to Agency 4-19-76 @

114 items

Human Resources Division

The Human Resources Division is responsible for the examination of budget requests, programs, operating methods, and legislative proposals of the Departments of Health, Education, and Welfare; Labor; the Community Services Administration; as well as the food and nutrition programs of the Department of Agriculture. In addition, numerous smaller agencies with related functions are also the responsibility of the Division.

HRD - Division Office

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>		
<p>1. Correspondence relating to the internal organization and management of the HRD - Division Office.</p> <p>Chronological File Organization Work Plans</p>	<p>HRD - Division Office</p> <p><i>for display</i></p>	<p>Temporary - Retire to Record Section when 2 years old. Record Section will dispose when no longer needed for administrative purposes. Start new files every 2 years.</p>
<p>6. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>
<u>BUDGETARY RECORDS</u>		
<p>2. Reference copies of budgetary records for the Human Resources Division budget.</p>	<p>HRD - Division Office</p>	<p>Temporary - Do not retire to Record Section. Dispose at end of fiscal year involved. Start new file each fiscal year.</p>
<u>PROGRAM RECORDS</u>		
<p>3. Reference copies of program-related memoranda, studies, letters, etc., to the Director and others on individual programs or issues; study reports.</p>	<p>HRD - Division Office</p>	<p>Temporary - Do not retire to Record Section. Dispose when 2 years old or no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years.</p>

HRD - Division Office

Description	Location of Record	Authorized disposition
<p>4.</p> <p><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.</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>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>6.</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>HRD - Division Office</p>	<p>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>

HRD - Special Assistant for Budget

Description	Location of Record	Authorized disposition
<p>7. <u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the office of the Special Assistant for Budget.</p> <p>9. Chronological File</p>	<p>Special Assistant for Budget</p>	<p>Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner.</p> <p>Start new files every 2 years.</p>
<p>6. Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord -</p> <p>Branch reference copy.</p> <p>Dispose when obsolete or superseded.</p>

HRD - Special Assistant for Budget

Description	Location of Record	Authorized disposition
<p>8. <u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Special Assistant for Budget reflect the budget process according to the fiscal year involved.</p>		
<p>9. <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 GMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p>(a) Special Assistant for Budget</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>

HRD - Special Assistant for Budget

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>b. Supplemental and Amended Budget Requests and Estimates</u>		
<p>(1) Agency submission and justification</p>	<p>Special Assistant for Budget</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 8 years old. Start new files for each fiscal year involved.</p>
<p>(2) President's approvals to Congress of supplemental and amended budget requests</p>	<p>Budget Review Division</p>	<p>See ERD Schedule.</p>
<p>(7) Claims and judgements</p>	<p>Budget Review Division.</p>	<p>See BRD Schedule.</p>
<u>c. Budget Execution</u>		
<p>- SF 132 - Apportionments and Reapportionment Schedules</p>	<p>Special Assistant for Budget</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 8 years old. Start new files for each fiscal year involved.</p>
<p>d.</p> <p>- SF 133 - Report on Budget Execution</p> <p>- SF 220, 221, 222 - Statements of Financial Condition</p> <p>- Material for special message on deferrals and rescissions</p>	<p>(1) Special Assistant for Budget</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)</p>	<p>Budget Review</p>	<p>See ERD Schedule</p>

HRD - Special Assistant for Budget

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The Special Assistant for Budget is responsible for maintaining budgetary records for the following agencies:		
<u>Department of Health, Education, and Welfare</u>		
(except Work Incentive Program of the Social and Rehabilitation Service)		
- Ceiling Letter - Appeals - Allowance Letter		
(Office of the Secretary) Departmental Management Office for Civil Rights General Departmental Management Policy Research		
<u>Independent Agencies</u>		
Committee for Purchase from the Blind and Other Severely Handicapped Olympic Sports Commission		

HRD - Special Assistant for Budget

Description	Location of Record	Authorized disposition
<p><u>7.</u> <u>PROGRAM RECORDS</u></p>		
<p>The programs of the Special Assistant for Budget 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>Special Assistant for Budget</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 8 years old. Start new files every second calendar year.</p>
<p><u>Department of Health, Education, and Welfare</u> <u>(Office of the Secretary) Departmental Management</u></p>		
<p>Office for Civil Rights General General Departmental Management General</p>		
<p><u>Independent Agencies</u> Committee for Purchase from the Blind and Other Severely Handicapped General Olympic Sports Commission General</p>		

HRD - Special Assistant for Budget

Description	Location of Record	Authorized disposition		
<p>10. <u>WHITE HOUSE REFERRALS</u> 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>Special Assistant for Budget</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> 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> 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>				

HRD - Special Assistant for Budget

Description	Location of Record	Authorized disposition
<p>13. <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>14. <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 - whichever is sooner. Start new file every 2 years.</p>
<p>15. <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 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>Special Assistant for Budget</p>	<p>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>

Description	Location of Record	Authorized disposition
<p>16</p> <p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Labor Branch.</p> <p>9. [Chronological File Organization and Activities Work Plan.</p>	<p>Labor Branch</p>	<p>Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner.</p> <p>Start new files every 2 years.</p>
<p>h.</p> <p>Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord -</p> <p>Branch reference copy.</p> <p>Dispose when obsolete or superseded.</p>

Description	Location of Record	Authorized Disposition
<p>17. <u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Labor Branch reflect the budget process according to the fiscal year involved.</p>		
<p><u>1. Budget Formulation and Preparation</u></p>		
<p>1) <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>	<p>(a) Labor Branch Copy</p> <p>(b) All other copies</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>Temporary - Do not retire to Record Section. Dispose at end of fiscal year involved.</p>
<p>2) <ul style="list-style-type: none"> - Spring Planning Review - Director's Review - Presidential Review </p>	<p>(a) Budget Review Division</p> <p>(b) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary - Do not retire to Record Section. Dispose at end of fiscal year involved.</p>

HRD - Labor Branch

Description	Location of record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>Supplemental and Amended Budget Requests and Estimates</u>		
(1) Agency submission and justification	Labor 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 8 years old. Start new files for each fiscal year involved.
(2) President's approvals to Congress of supplemental and amended budget requests	Budget Review Division	See BRD Schedule.
(3) Claims and judgments	Budget Review Division	See BRD Schedule.
<u>Budget Execution</u>		
- SF 132 - Apportionments and Reapportionment Schedules	Labor 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 8 years old. Start new files for each fiscal year involved.
d. - SF 133 - Report on Budget Execution	(1) Labor 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.
- SF 220, 221, 222 - Statements of Financial Condition		
- Material for special message on deferrals and rescissions		

HRD - Labor Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The Labor Branch is responsible for maintaining budgetary records for the following agencies:		
<u>Department of Labor</u>		
(Manpower Administration) Employment and Training Administration Labor-Management Services Administration Employment Standards Administration Occupational Safety and Health Administration Bureau of Labor Statistics Departmental Management Office of the Secretary Pension Benefit Guaranty Corporation	Administration	
<u>Department of Health, Education, and Welfare</u>		
Social and Rehabilitation Service Work Incentive Program (WIN)		
<u>Independent Agencies</u>		
Federal Mediation and Conciliation Service		
National Commission for Manpower Policy (out FY 1975)		
National Labor Relations Board		
National Mediation Board		
Occupational Safety and Health Review Commission		
President's Committee on Employment of the Handicapped (out FY 1975)		
Commission on Population Growth and the American Future (out FY 1975)		
President's Council on Youth Opportunity (out FY 1975)		

18.

Description	Location of Record	Authorized disposition
<u>PROGRAM RECORDS</u>		
<p>The programs of the Labor Branch are reflected in the following records (which include program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports). Records are maintained by agency-related programs or categories such as:</p>	<p>Labor Branch</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>
<u>Labor Branch - overall</u>		
<p>Economic Issues Job Location Programs National Growth Report New Coalition New Federalism Studies</p>		
<u>Department of Labor - overall</u>		
<p>Joint Cooperation Commissions Personnel Programs Public Relations Programs Presidential Management Objectives Program Fact Sheets and Reviews Rental Costs</p>		
<u>(Manpower Administration) Employment and Training Administration</u>		
<p>Bureau of Apprenticeship and Training Programs Cooperative Area Manpower Planning System Comprehensive Employment and Training Act Emergency Employment Act Economic Opportunity Act Employment Service Programs Evaluation Immigration Indians Job Corps Manpower Policy Manpower Development and Training Act Migrants and Seasonal Farmworkers Offenders Older Workers Organization and staffing Public Service Careers Public Service Employment Scientists and Engineers Urban Employment Unemployment Insurance Veterans Work Incentive Program (WIN) Welfare Reform</p>		

HRD - Labor Branch

Description	Location of Record	Authorized disposition
<u>Labor-Management Services Administration</u> Collective Bargaining Committee in Construction Construction Industry Collective Bargaining Committee Construction Industry Stabilization Committee Federal Labor Management Relations Labor Management Relations Service Programs National Commission for Industrial Peace Office of Employee Benefit Security Programs President's Labor Management Committee Veterans Reemployment Rights		
<u>Employment Standards Administration</u> Office of Federal Contract Compliance Programs Office of Workers Compensation Programs Womens Bureau Programs Wage Hour Division Programs Office of Government Contract Wage Standards Programs		
<u>Occupational Safety and Health Administration</u> Economic Incentives Study Evaluation Federal Safety Program Inspections Jurisdiction Maritime Safety Mine Safety National Institute of Occupational Safety and Health Standards State Programs		
<u>Bureau of Labor Statistics</u> Consumer Price Index Employment Cost Index Employment and Wages Family Budget Internal Management Wholesale Price Index		
<u>Departmental Management</u> Administration and Management Bureau of International Labor Affairs Programs		

HRD - Labor Branch

Description	Location of Record	Authorized disposition
<u>Departmental Management - continued</u> Policy Development, Evaluation, and Research Solicitor of Labor		
<u>Pension Benefit Guaranty Corporation</u>		
<u>Department of Health, Education, and Welfare</u> <u>Social and Rehabilitation Service</u> Work Incentive Program (WIN)		
<u>Independent Agencies</u>		
<u>Commission on Population Growth and the American Future</u>		
<u>Federal Mediation and Conciliation Service</u>		
<u>National Commission for Manpower Policy</u>		
<u>National Labor Relations Board</u> Arbitration Case Handling Programs Discrimination and Labor Relations Legal Services Racial and Ethnic Data Voter Behavior Study Work Measures		
<u>National Mediation Board</u> Emergency Boards National Railroad Adjustment Board Programs Railway Labor Act		
<u>Occupational Safety and Health Review Commission</u> Appellate Review Caseloads Commission Review Management		
<u>President's Committee on Employment of the Handicapped</u>		
<u>President's Council on Youth Opportunity</u>		

Description	Location of Record	Authorized disposition
<p>19. <u>WHITE HOUSE REFERRALS</u> 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>Labor Branch</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> 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> 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>		

HRD - Labor Branch

Description	Location of Record	Authorized disposition
<p>22. <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 Congr</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>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 - whichever is sooner. 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 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>Labor Branch</p>	<p>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>

HRD - Education Branch

Description	Location of Record	Authorized disposition
<p>25. <u>ADMINISTRATIVE RECORDS</u> Correspondence relating to the internal organization and management of the Education Branch. 7. Chronological File</p>	<p>Education 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>6. Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord - Branch reference copy. Dispose when obsolete or superseded.</p>

HRD - Education Branch

Description	Location of Record	Authorized disposition
<p>26. <u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Education Branch reflect the budget process according to the fiscal year involved.</p>		
<p>7. <u>Budget Formulation and Preparation</u></p>		
<p>12) 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>(9) Education 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>5</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 at end of fiscal year involved.</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 at end of fiscal year involved.</p>

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<p><u>Supplemental and Amended Budget Requests and Estimates</u></p>		
<p>(1) Agency submission and justification</p>	<p>Education 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 8 years old. Start new files for each fiscal year involved.</p>
<p>(2) President's approvals to Congress of supplemental and amended budget requests</p>	<p>Budget Review Division</p>	<p>See BRD Schedule.</p>
<p>(3) Claims and judgements</p>	<p>Budget Review Division.</p>	<p>See BRD Schedule.</p>
<u>Budget Execution</u>		
<p>- SF 132 - Apportionments and Reapportionment Schedules</p>	<p>Education 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 8 years old. Start new files for each fiscal year involved.</p>
<p>d. [- SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions]</p>	<p>(1) Education 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>

HRD - Education Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
<p>The Education Branch is responsible for maintaining budgetary records for the following agencies:</p>		
<p><u>Department of Health, Education, and Welfare</u></p>		
<p>Office of Education</p>		
<p>National Institute of Education</p>		
<p>Office of the Assistant Secretary for Education</p>		
<p>Special Institutions</p>		
<p>American Printing House for the Blind</p>		
<p>National Technical Institute for the Deaf</p>		
<p>Gallaudet College, funds for</p>		
<p>Howard University, funds for</p>		
<p>Office of Child Development</p>		
<p>Bureau of Libraries</p>		
<p>Higher Education Facility and Insurance Fund</p>		
<p>Postsecondary Inovations Fund</p>		
<p>Student Loan Insurance Fund</p>		
<p>Student Loan Marketing Association</p>		
<p>Assistant Secretary for Human Development</p>		
<p><u>Independent Agencies</u></p>		
<p>Federal Interagency Committee on Education (out FY 1975)</p>		
<p>National Commission on Libraries and Information Science</p>		
<p>National Foundation on the Arts and the Humanities</p>		
<p>Harry S Truman Scholarship Foundation (new FY 1976)</p>		
<p><u>Temporary Study Commissions</u></p>		
<p>National Commission on the Financing of Postsecondary Education</p>		

27.

PROGRAM RECORDS

The programs of the Education 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). Records are maintained by agency-related programs or categories such as:

Department of Health, Education, and Welfare
Education Division

Office of Education

Elementary and Secondary

- Disadvantaged
- Consolidation
- Ethnic Heritage
- Bilingual
- Right to Read
- Library Consolidation
- Follow Through
- Drug Abuse
- Environmental
- Education Broadcast Facilities
- Ellender Fellowship

Indian Education

- Impact Aid
- Emergency School Aid
(Civil Rights)

Education for the Handicapped
Occupational, Vocational, and Adult Education

Higher Education

- Basic Opportunity Grants
- Supplemental Education Opportunity Grants
- College Work Study
- Insured Loans
- Direct Loans
- State Student Incentive Grants
- TRIO (Higher education programs for the disadvantaged)
- Developing Institutions
- Construction
- Foreign Language Area Studies
- University Community Services
- Land Grant Colleges
- Postsecondary Commissions
- Veterans Cost of Instruction

Location of Record	Authorized disposition
Education Branch	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.

HRD - Education Branch

Description	Location of Record	Authorized disposition
<p>Cooperative Education CLEO (Legal educational opportunities) Ellender Fellowships College Teacher Fellowships Public Service Fellowships Mining Fellowships</p>		
<p>Library Resources</p>		
<p>Innovative - Experimental Programs</p> <p>Metric Projects Gifted/Talented Community Schools Career Education Consumer Education Womens Equity Art Education Packaging Education TV Programming Parenting Teacher Corps</p>		
<p>Educational Activities Overseas</p>		
<p>Salaries and Expenses</p>		
<p>Program Administration Planning and Evaluation Dissemination Advisory Committees Information Clearinghouses</p>		
<p>Student Loan Insurance Fund Higher Education Facilities Loan and Insurance Fund</p>		
<p>Consolidated Working Fund Special Statistical Compilations</p>		
<p><u>National Institute of Education</u></p>		
<p><u>Assistant Secretary for Education</u></p>		
<p>Fund for Improvement of Postsecondary Education Assistant Secretary for Education Salaries and Expenses National Center for Education Statistics</p>		

HRD - Education Branch

Description	Location of Record	Authorized disposition
<p><u>Special Institutions</u></p> <p>American Printing House for the Blind National Technical Institute for the Deaf Gallaudet College Howard University</p>		
<p><u>Assistant Secretary for Human Development</u></p> <p>Child Development Head Start Research Child Abuse</p>		
<p><u>Independent Agencies</u></p> <p>Harry S Truman Scholarship Foundation National Commission on Libraries and Information Science National Foundation on the Arts and the Humanities National Commission on the Financing of Postsecondary Education</p>		

HRD - Education Branch

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>Education Branch</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>		

HRD - Education Branch

Description	Location of Record	Authorized disposition
<p>31.</p> <p><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>32.</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>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>33.</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>Education Branch</p>	<p>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<p>34</p> <p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Income Maintenance Branch.</p> <p>1. [Chronological File Issue Papers</p>	<p>Income Maintenance Branch</p>	<p>Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner.</p> <p>Start new files every 2 years.</p>
<p>6.</p> <p>Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord -</p> <p>Branch reference copy.</p> <p>Dispose when obsolete or superseded.</p>

HRP - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<p>35. <u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Income Maintenance Branch reflect the budget process according to the fiscal year involved.</p>		
<p>1. <u>Budget Formulation and Preparation</u></p>		
<p>0</p> <ul style="list-style-type: none"> - Ceiling Letter. - Agency Estimate Submissions and Justifications "Official Set" (as required by CMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p>(4) Income Maintenance Branch Copy</p> <p>(2) 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 at end of fiscal year involved.</p>
<p>(2)</p> <ul style="list-style-type: none"> - Spring Planning Review - Director's Review - Presidential Review 	<p>(9) Budget Review Division</p> <p>(4) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose at end of fiscal year involved.</p>

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<p><u>Supplemental and Amended Budget Requests and Estimates</u></p>		
<p>(1) Agency submission and justification</p>	<p>Income Maintenance 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 8 years old. Start new files for each fiscal year involved.</p>
<p>(2) President's approvals to Congress of supplemental and amended budget requests</p>	<p>Budget Review Division</p>	<p>See BRD Schedule.</p>
<p>(3) Claims and judgements</p>	<p>Budget Review Division.</p>	<p>See BRD Schedule.</p>
<u>Budget Execution</u>		
<p>- SF 132 - Apportionments and Reapportionment Schedules</p>	<p>Income Maintenance 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 8 years old. Start new files for each fiscal year involved.</p>
<p>- SF 133 - Report on Budget Execution</p> <p>- SF 220, 221, 222 - Statements of Financial Condition</p> <p>- Material for special message on deferrals and rescissions</p>	<p>(1) Income Maintenance 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>

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The Income Maintenance Branch is responsible for maintaining budgetary records for the following agencies:		
<u>Department of Health, Education, and Welfare</u>		
Aging Administration		
Cuban Refugee Program		
Developmental Disabilities Program		
Social and Rehabilitation Service (except WIN and Medicaid)		
Social Security Administration (except Medicare)		
Supplemental Security Income		
Assistant Secretary for Human Development/ Office of Human Development		
President's Committee on Mental Retardation		
Office of Native Americans Programs		
Office of Rural Development		
Welfare Reform Programs (HEW and Government-wide)		
<u>Funds Appropriated to the President</u>		
Office of Economic Opportunity (out FY 1975)		
<u>Department of Agriculture</u>		
<u>Food and Nutrition Service</u>		
Food Stamp Program		
Commodity Distribution Programs		
Special Milk Program		
Child Nutrition and School Lunch Programs		
<u>Independent Agencies</u>		
Community Services Administration (new FY 1976)		
Legal Services Corporation (new FY 1976)		
Railroad Retirement Board		

HRD - Income Maintenance Branch

36.

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p>		
<p>The programs of the Income Maintenance 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). Records are maintained by agency-related programs or categories such as: <u>Income Maintenance Branch - overall</u></p>	<p>Income Maintenance Branch</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>
<p>General Interdepartmental Working Group on Aging Management by Objectives (MBO)</p>		
<p>Department of Human Resources Social Research and Development Studies Economic Policy Working Group</p>		
<p>Department of Health, Education, and Welfare</p>		
<p><u>Social Security Administration (and related programs)</u> Income Maintenance General Social Security Benefits Old Age Survivors Insurance Programs Income Payroll Taxes Investment General Fund Revenues Outgo Computation of Benefits Eligibility and Entitlement Offset of Benefits Valuation of the Social Security System Disability Programs Supplemental Security Income (SSI) Supplemental Security Income (Benefits Payments) Interagency Relationships Civil Service Railroad Retirement Workmen's Compensation Veterans Administration Medicare/Medicaid Private Pension General Administration General/Organization Automatic Data Processing (ADP)</p>		

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
Construction Research and Statistics Workload Measurement and Productivity Payment Center Operations Coal Mine Health and Safety General Supplemental Security Income (SSI) Advisory Council Cost Reduction Reports		
<u>Social and Rehabilitation Service (and related programs)</u> General		
Public Assistance General Quality Control Social Services Regulations Special Revenue Sharing Vocational Rehabilitation General National Deaf-Blind Center Developmental Disabilities General Data (analysis) Research and Training General Cuban Refugees General Salaries and Expenses General Aging General Native Americans General		
<u>Office of Human Development</u> General		
Allied Services Allied Services Message New Federalism		
<u>Department of Agriculture</u> <u>Food and Nutrition Service</u> <u>Food Stamp Program</u> General Background		

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<ul style="list-style-type: none"> Administration Statements and Congressional Hearings Administration and Court Decisions Family Feeding Programs Welfare Reform and Food Stamps <ul style="list-style-type: none"> Cash-out Transfer to HEW Acts and Regulations <ul style="list-style-type: none"> Amendments Regulations <ul style="list-style-type: none"> New and Old Work Requirements <ul style="list-style-type: none"> Work Incentive Program (WIN) Aid to families with Dependent Children (AFDC) Supplemental Security Income (SSI) Analysis Eligibility Standards Quality Control Cost of Living - Adjustments Approval - Evaluation (Disaster Emergency) Basis Issuance Tables - Coupon Allotment Nutritionally Adequate Diet Outreach Strikers <ul style="list-style-type: none"> Proposed Legislation Analytical Data <ul style="list-style-type: none"> Income Profile Performance Measurement System (PMS) Commodity Reversion Child Nutrition Programs <ul style="list-style-type: none"> General <ul style="list-style-type: none"> Background Program Evaluation Data (analysis) School Lunch <ul style="list-style-type: none"> Background Program Analysis Program Evaluation School Breakfast <ul style="list-style-type: none"> Background Program Analysis Program Evaluation Supplemental Food Program <ul style="list-style-type: none"> General <ul style="list-style-type: none"> Commodity Distribution Food Certificate Women, Infants, and Children (WIC) 		

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<ul style="list-style-type: none"> Special Food Service Programs <ul style="list-style-type: none"> General Summer Year-round Non-Food Assistance <ul style="list-style-type: none"> General Equipment Survey Special Milk <ul style="list-style-type: none"> General Research <ul style="list-style-type: none"> General Family Food Assistance - Food Stamps Child Nutrition Nutrition Conference Reports 		
<u>Funds Appropriated to the President</u>		
<u>Office of Economic Opportunity</u>		
<ul style="list-style-type: none"> General 		
<u>Independent Agency</u>		
<u>Railroad Retirement Board (and related</u>		
<ul style="list-style-type: none"> programs) 		
<ul style="list-style-type: none"> Administration 		
<ul style="list-style-type: none"> General 		
<ul style="list-style-type: none"> Benefits and Taxes 		
<ul style="list-style-type: none"> Reports 		
<ul style="list-style-type: none"> Financial Interchange (with Social 		
<ul style="list-style-type: none"> Security) 		
<ul style="list-style-type: none"> Service and Taxable Compensation of 		
<ul style="list-style-type: none"> Railroad Employees 		
<ul style="list-style-type: none"> General 		
<ul style="list-style-type: none"> Reform of the System 		
<ul style="list-style-type: none"> Commission on Railroad Retirement 		
<ul style="list-style-type: none"> Follow-up on Railroad Retirement 		
<ul style="list-style-type: none"> Commission 		

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<p>37. <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>Income Maintenance Branch</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>38. <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>39. <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>		

HRD - Income Maintenance Branch

Description	Location of Record	Authorized disposition
<p>40. <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>41. <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 is sooner. Start new file every 2 years.</p>
<p>42. <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 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>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>

HRD - Health Branch

Description	Location of Record	Authorized disposition
<p>43. <u>ADMINISTRATIVE RECORDS</u> Correspondence relating to the internal organization and management of the Health Branch.</p> <p>1. [Biweekly Questions and Answers Chronological File Issues and Talking Points Major Program Fact Sheets Organizational Issues</p>	<p>Health 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>44. Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord - Branch reference copy. Dispose when obsolete or superseded.</p>

44.

BUDGETARY RECORDS

Budgetary records maintained by the Health Branch reflect the budget process according to the fiscal year involved.

Budget Formulation and Preparation

- 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)

(a) Health Branch Copy

(b) All other copies

Permanent -
 Close files at end of each fiscal year involved.
 Retire closed files to Record Section every second fiscal year.
 Offer to NARS when 8 years old.
 Start new files for each fiscal year involved.

Temporary -
 Do not retire to Record Section.
 Dispose at end of fiscal year involved.

(2)

- Spring Planning Review
- Director's Review
- Presidential Review

(a) Budget Review Division

(b) All other copies

See BRD Schedule.

Temporary -
 Do not retire to Record Section.
 Dispose at end of fiscal year involved.

HRD - Health Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>Supplemental and Amended Budget Requests and Estimates</u>		
<p>(1) Agency submission and justification</p>	<p>Health 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 8 years old. Start new files for each fiscal year involved.</p>
<p>(2) President's approvals to Congress of supplemental and amended budget requests</p>	<p>Budget Review Division</p>	<p>See BRD Schedule.</p>
<p>(3) Claims and judgements</p>	<p>Budget Review Division.</p>	<p>See BRD Schedule.</p>
<u>Budget Execution</u>		
<p>- SF 132 - Apportionments and Reapportionment Schedules</p>	<p>Health 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>d.</p> <p>- SF 133 - Report on Budget Execution</p> <p>- SF 220, 221, 222 - Statements of Financial Condition</p> <p>- Material for special message on deferrals and rescissions</p>	<p>(1) Health 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>

HRD - Health Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p>		
<p>The Health Branch is responsible for maintaining budgetary records for the following agencies:</p>		
<p><u>Department of Health, Education, and Welfare</u></p>		
<p>Food and Drug Administration</p>		
<p>Health Services Administration</p>		
<p>Center for Disease Control</p>		
<p>National Institutes of Health</p>		
<p>National Library of Medicine</p>		
<p>National Institute for Occupational</p>		
<p>Safety and Health (out FY 1975)</p>		
<p>Professional Standards Review</p>		
<p>Organizations</p>		
<p>Alcohol, Drug Abuse, and Mental Health</p>		
<p>Administration</p>		
<p>Health Resources Administration</p>		
<p>Assistant Secretary for Health</p>		
<p>Social and Rehabilitation Service</p>		
<p>Medicaid</p>		
<p>Social Security Administration</p>		
<p>Medicare</p>		
<p>(Office of the Secretary) Departmental Management</p>		
<p>Office of Consumer Affairs</p>		
<p><u>Executive Office of the President</u></p>		
<p>Special Action Office for Drug Abuse</p>		
<p>Prevention (out FY 1976)</p>		
<p><u>Independent Agencies</u></p>		
<p>Consumer Product Safety Commission</p>		
<p>President's Council on Physical Fitness</p>		
<p>and Sports (out FY 1975)</p>		

45.

PROGRAM RECORDS

The programs of the Health 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). Records are maintained by agency-related programs or categories such as:

Department of Health, Education, and Welfare -

Health Programs - overall

General

Alcohol, Drug Abuse, and Mental Health Administration

Assistant Secretary for Health Center for Disease Control

Food and Drug Administration

Health Resources Administration

Health Services Administration

Medicaid

Medicare

National Institutes of Health

Determination Orders

Field Trip Reports

National Health Insurance

General

Comprehensive Health Insurance Proposal (CHIP)

Regulations

Legislative Issues

League of Cities/Conference of Mayors

Physician Bonus Payments

Presidential Schedule Proposals

(Presidential Events and Participation)

President's Science Advisory Committee (PSAC)

Panel on Biological and Medical Science

Real Property Transfers

Reimbursement Rates (for Medical Care in Federal Facilities)

Social Indicators

(Office of the Secretary) Departmental Management

Office of Consumer Affairs

General

(Proposed) Consumer Protection Agency

General

Legislative Issues

Location of Record

Authorized disposition

Health Branch

Permanent -

Close files at end of every second calendar year.

Retire closed files to Record Section every second calendar year.

Offer to NARS when 8 years old.

Start new files every second calendar year.

HRD - Health Branch

Description	Location of Record	Authorized disposition
<u>Executive Office of the President</u> Special Action Office for Drug Abuse Prevention (SAODAP) General Transfers (function and program)		
<u>Independent Agency</u> Consumer Product Safety Commission Determination Orders General Legislative Issues		

HRD - Health Branch

Description	Location of Record	Authorized disposition
<p>46. <u>WHITE HOUSE REFERRALS</u> 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>Health Branch</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>47. <u>CONGRESSIONAL REFERRALS</u> 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> 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>		

HRD - Health Branch

Description	Location of Record	Authorized disposition
<p>49.</p> <p><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>50.</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>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>51.</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>Health Branch</p>	<p>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>