

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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DATE RECEIVED APR 1 1976	JOB NO NC1 - 51-76-21
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 5-26-76	<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 Legislative Reference Division  
~~Office of the Director - Records Section~~

4. NAME OF PERSON WITH WHOM TO CONFER  
Nell Doering/Charles Howton <sup>395</sup> 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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/29/76 (Date) *Melvin Margerum* (Signature of Agency Representative) Record Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See attached Record Schedule: Record Schedule for the Legislative Reference Division, Office of Management and Budget		
	<u>Copy to Agency 5-28-76 AD</u>		<u>14 items</u>

## Legislative Reference Division

The Division reviews the annual legislative programs of the agencies submitted with the budget estimates, and agency recommendations for the President's legislative program as it is expressed in the State of the Union Message, the Budget Message, the Economic Report, and special messages. The Division assists White House staff and the Director, the Deputy Director, and the Associate Directors on Presidential messages and statements relating to legislation. It maintains a continuing record of major legislative proposals under consideration in the executive branch and Congress.

The Division assists the Director, the Deputy Director, and the Associate Directors in the exercise of the Office's responsibilities for clearing and coordinating agency legislative proposals and reports on pending legislation and for reporting to the President on enrolled bills, except appropriation bills and reorganization plans. It acts primarily as a staff arm to the Director, the Deputy Director, and the Assistant and Associate Directors on such matters, developing policy alternatives where necessary, reviewing work performed by other divisions as part of the clearance process, and coordinating their views.

The Division maintains orderly and appropriate channels of communication to the agencies on legislation, except for appropriation bills and reorganization plans.

Legislative Reference Division

Description	Location of Record	Authorized disposition
<p><u>LEGISLATIVE RECORDS</u></p> <p>These legislative records reflect OMB's responsibilities for clearing and coordinating agency legislative proposals and reports on pending legislation and for reports to the President on enrolled bills, except appropriation and reorganization plans.</p> <p><u>Public Legislation</u></p> <p>Records are maintained in dossier files arranged by function within the following major categories:</p> <ul style="list-style-type: none"> <li>- U.S. Government and National Affairs in general</li> <li>- Institutional Administration</li> <li>- Fiscal and Monetary Administration</li> <li>- International Affairs in general</li> <li>- National Security and Defense</li> <li>- The Physical Universe, Territory and Natural Resources</li> <li>- Population and Social Welfare</li> <li>- Economic Enterprise</li> </ul> <p><u>2. Private Legislation</u></p>	<p>LRD</p>	<p>Permanent -</p> <p>Close record series at end of each Presidential Administration.</p> <p>Retire enacted records to Records Depository 4 years after the end of each Presidential Administration.</p> <p>Retire unenacted records to Records Depository 4 years after the end of each Presidential Administration.</p> <p>Offer to NARS in series corresponding to Presidential Administration.</p> <p>Start new record series for each Presidential Administration.</p>
<p>Records are maintained in dossier files arranged alphabetically.</p>		

Legislative Reference Division

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<p>3. <u>Catalog Cards</u></p> <p>- Catalog cards are maintained for the <u>public</u> legislation and are arranged by function to coincide with the dossier files.</p> <p>An appropriate finding aid will be made 2 years after the end of each administration. Make three (3) copies of the finding aid for the following:</p> <ol style="list-style-type: none"> <li>1) Legislative Information Center - for reference <i>(non-record)</i></li> <li>2) Record Section - for reference <i>(non-record)</i></li> <li>3) Record Section - to accompany dossier files when offered to NARS</li> </ol> <p>An appropriate finding aid will also be made for the <u>private</u> legislation.</p>		<p>Permanent -</p> <p>Finding aids will be offered to NARS with legislative records in series corresponding to Presidential Administration.</p>
<p>4. <u>Bill Index Book</u></p> <p>- A bill index book is maintained for each Congress with identifying file codes next to each bill number (if there is a file) for both public and private legislation. Public and Private Laws are also identified by law number with identifying file codes next to each law number.</p> <p>Two (2) copies of the bill index books for each Congress will be made for the following:</p> <ol style="list-style-type: none"> <li>1) Legislative Information Center - for reference</li> <li>2) Record Section - for reference</li> </ol> <p>Original will accompany dossier files when offered to NARS.</p>		

Legislative Reference Division

Description	Location of Record	Authorized disposition
<p>5. <u>Chronological files</u> -(all types of subjects)</p> <ul style="list-style-type: none"> <li>- General</li> <li>- Legislative Reference Memos</li> <li>- Enrolled Bills</li> </ul>		<p>Nonrecord - Dispose when obsolete or no longer needed for administrative or reference purposes, whichever is sooner.</p>
<p>6. <u>Bill Control Cards</u>- (all copies)</p> <ul style="list-style-type: none"> <li>- This is an internal control of all activity on legislation showing bill number, related bills, internal staff assignments, file code, sponsor, bill title, popular title (short title), date and description of each document received, date of OMB action, etc.</li> </ul>		
<p>7. <u>Enrolled Bill Lists</u></p> <ul style="list-style-type: none"> <li>- Enrolled bill lists are prepared daily as necessary for information and statistical purposes. The lists include bill number, subject, which agencies sent views, staff-assignment, last-day President may sign, date due at WH, date sent to WH, recommendation.</li> </ul>		
<p>8. <u>Statistical Reports</u></p> <ul style="list-style-type: none"> <li>- Internal report prepared monthly for information and statistical purposes showing the number of legislative items received, cleared, and pending, including congressional, agency, drafts, etc., both public and private.</li> </ul> <p>A final report is compiled at the end of each Congress.</p>		<p>Nonrecord - Dispose when obsolete (when final report is prepared at end of each Congress).</p>
<p>9. <u>Legislative Coordination and Clearance Functions</u></p> <ul style="list-style-type: none"> <li>- Handbook of descriptive information and detailed instructions for OMB staff use.</li> </ul>		<p>Temporary - Retire to Record Section at the end of every second Congress. Record Section will dispose when no longer needed for administrative or reference purposes.</p> <p>Temporary - Dispose when obsolete or superseded.</p>

Legislative Reference Division

Description	Location of Record	Authorized disposition
<p>10. <u>Sources of Information on Legislation</u></p>		<p>Temporary -</p>
<p>1) <u>Congressional Record</u> - published daily when Congress is in session.</p>		<p>Dispose when no longer needed for administrative purposes.</p>
<p>2) <u>Calendars of the House and Senate</u> - prepared daily when Congress is in session showing bills awaiting floor action.</p>		<p>Dispose when no longer needed for administrative purposes. Retain only final edition for reference.</p>
<p>3) <u>Digest of Public General Bills</u> - prepared six or eight times a session - includes a brief synopsis of introduced bills, etc.</p>		<p>Dispose when no longer needed for administrative purposes. Retain only final edition for reference.</p>
<p>4) <u>Congressional Index</u> - loose-leaf service published by the Commerce Clearing House - contains numerical listing of bills, indexes, etc.</p>		<p>Dispose pages when obsolete or superseded.</p>