

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 1 1976	JOB NO. NC1- 51-76-22
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</p>	
Date 4-15-76	<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 *Intergovernmental Relations and
~~Office of the Director, Records Section~~
Regional Operations Division*

4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering/Charles Howton

5. TEL. EXT. CODE
395 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 ~~8~~ **8** 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 Intergovernmental Relations and Regional Operations Division, Office of Management and Budget		
<i>Copy to Agency 4-19-76</i>			<i>12 items</i>

Intergovernmental Relations and Regional Operations Division

The Intergovernmental Relations and Regional Operations Division has a principal role in carrying out the President's directive to make the Federal Government more responsive to State and local government concerns and to improve management in the executive branch. The Division is responsible for improvement of working relationships among the levels of government by systemically communicating and coordinating with State, county, and municipal governments and their representatives.

The role of the Division includes service, support, and coordination of Federal Regional Councils and Federal Executive Boards and other interagency coordinating mechanisms; providing staff assistance and interagency leadership to support the Under Secretaries Group, chaired by the OMB Deputy Director; monitor and provide operational support to the FRCs and FEBs; test and implement interagency and intergovernmental field coordinating systems; develop improved methods and procedures for the administration of Federal assistance programs; ensure the resolution of selected interagency and intergovernment disputes; and assure that the President's policies of decentralization, devolution, and increasing reliance on State and local government are being effectively implemented. To accomplish these functions, the Division works closely with program and other management divisions within OMB, with appropriate officials in other federal agencies, and directly with State and local officials as necessary.

The Division has the OMB lead to ensure that intergovernmental impacts of various potential actions are understood and weighed as a part of the OMB decisionmaking process; to develop and maintain effective working relationships with State, county, and municipal officials and the public interest groups that represent them nationally and regionally, and serve as the chief OMB staff resource on the intergovernmental aspects of Federal agency activities having specific intergovernmental impact.

Intergovernmental Relations and Regional Operations Division

Description	Location of Record	Authorized disposition
<p><u>1.</u></p> <p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Intergovernmental Relations and Regional Operations Division.</p> <p>Assignments Chronological files Organization and functions Weekly reports (to Associate Director for Management and Operations) Work Reporting</p> <p><u>1.</u></p> <p>Noncurrent Record Transfers (OMB Form 56)</p>	<p>IRRO</p>	<p>Temporary - Retire to Record Section <i>for disposal</i> when 2 years old. Record Section will dispose when 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><u>2.</u></p> <p><u>BUDGETARY RECORDS</u></p> <p>Reference copies of budgetary records for the Intergovernmental Relations and Regional Operations Division budget.</p>		<p>Temporary - Do not retire to Record Section. Dispose at the end of fiscal year involved. Start new files each fiscal year.</p>

Intergovernmental Relations and Regional Operations Division

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records which reflect the IRRO Division's role in carrying out the President's directive to make the Federal Government more responsive to State and local government concerns in order to provide more capable government at every level and to improve management in the executive branch. The records include program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports.</p> <p><u>Intergovernmental Relations</u></p> <p>Records relating to IRRO's responsibilities for:</p> <ul style="list-style-type: none"> - direct contact with public interest groups for regular coverage at the National level and for discussion with congressional and General Accounting Office staff, and with State and local officials. - building the role of Federal Regional Councils as direct State and local contact points. - policy and system-building to rationalize or regularize existing conflicts - providing basic supporting mechanisms (such as data systems) - providing states and localities the opportunity to review and have input on Federal actions affecting them. <p>Records relating to the design, promulgation and administration of OMB circulars rationalizing planning, programming and coordinating delivery of Federal assistance, and otherwise assisting State and local governments.</p> <ul style="list-style-type: none"> - Circular A-38 - Furnishing information concerning compensation of Federal employees to States and other governmental units taxing compensation for personal services. - Circular A-85 - Consultation with State and local governments through the Public Interest Groups in development of Federal regulations. - Circular A-95 - Nationwide system for State and local review, comment and coordination of Federal and Federally assisted programs and projects. 	<p>Intergovernmental Relations and Regional Operations Division</p>	<p>Permanent -</p> <p>Close files at end of every second calendar year.</p> <p>Retire closed files to Record Section every second calendar year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files every second calendar year.</p>

Intergovernmental Relations and Regional Operations Division

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u> - continued</p>		
<p><u>Intergovernmental Relations</u> - continued</p>		
<p>Records relating to special intergovernmental projects.</p> <ul style="list-style-type: none"> - Communication with Public Interest and other Intergovernmental Groups - i.e. National Association of State Budget Officers (NASBO) and Advisory Commission on Intergovernmental Relations (ACTIR) - Budgetary Information System (BIS) - Review of Federal policies toward sub-State planning and districting (with/National Academy of Public Administration) - Interagency assesement of General Revenue Sharing. - Interagency assessment of Appalachian Regional Commission. - Assistance to Federal Regional Councils in briefing State/local officials on budgets. 		
<p><u>Interagency Coordination</u></p>		
<p>Records relating to IRRO's responsibility toward improving interagency coordination in the field.</p> <ul style="list-style-type: none"> - Improved delivery of Federal services. - Providing information to field managers. - Consultation and cooperation with State and local officials. - Establishing and maintaining an "early warning" system for problems of potential significant scope and sensitivity. 		
<p>Records relating to IRRO's interagency responsibilities for:</p>		
<ul style="list-style-type: none"> - Federal Regional Councils - Federal Executive Boards - Under Secretaries Group 		
<p><u>Crisis Management</u></p>		
<p>Records relating to IRRO's function to assist Federal agencies in quick-response situations of a crisis nature such as:</p>		
<ul style="list-style-type: none"> - Vietnam Refugees 		

Intergovernmental Relations and Regional Operations Division

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u> - continued</p>		
<p><u>Field Systems</u></p>		
<p><u>Federal Management Reform</u></p>		
<p>Records relating to IRRO's responsibilities for identifying problem areas and designing improved administrative, informational, and program management systems governing the delivery of assistance to States, local governments, and individuals.</p>		
<p><u>Administrative Systems</u></p>		
<ul style="list-style-type: none"> - Circular A-105 - Standard Federal administrative regions and field office locations - Circular A-102 - (Federal Management Circular 74-7) Uniform administrative requirements for State and local governments - Decentralization <ul style="list-style-type: none"> - Special studies - Non Career Status for Regional Directors - Grant Consolidation - Common Administration Services (former OMB Circular A-68) 		
<p><u>Information Systems</u></p>		
<ul style="list-style-type: none"> - Title VIII - (Budget Control and Impoundment Act) - Intergovernmental Information System Improvement Project - Regional Management Information System <ul style="list-style-type: none"> - Grant Information (REGIS) - Socio-Econ-Demographic Info (SEDS) - Budgetary Information System (BIS) - Treasury Circular 1082 Oversight - Information on grant awards to State and local governments <ul style="list-style-type: none"> - Compliance Review Memorandum 		

Intergovernmental Relations and Regional Operations Division

Description	Location of Record	Authorized disposition
<u>PROGRAM RECORDS</u> - continued		
<u>Field Systems</u> - continued		
<u>Program Management Systems</u>		
- Joint Funding Simplification Act (Integrated Grant Assistance Program - IGA)		
- Policies to distinguish procurement and assistance relationships		
- Circular A-103 - (Federal Management Circular 74-8) Uniform relocation assistance and real property acquisition policies; Federal Regional Council (FRC) coordinative role		
- Intergovernmental Grant Study (ACIR)		
<u>General</u>		
- OMB-GSA (Office of Federal Management Policy) oversight		
- Intergovernmental Audit Forum		
- Intergovernmental Coordination Act		

Intergovernmental Relations and Regional Operations Division

Description	Location of Record	Authorized disposition
<p>4. <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>IRRO</p>	<p>Temporary - - - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>5. <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>6. <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>		

Intergovernmental Relations and Regional Operations Division

Description	Location of Record	Authorized disposition
<p>7. <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>8. <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>9. <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>IRRO</p>	<p>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>