

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 19 1979 YEAR 1979	JOB NO NC1-51-76-5
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	
2-21-79 Date	James B. Blodgett 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 Administration *OMB*

3 MINOR SUBDIVISION  
~~Records Management and Services Division~~  
*Natural Resources' Div.*

4 NAME OF PERSON WITH WHOM TO CONFER  
Nell Doering

5 TEL EXT  
395-3914

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

2/2/79  
(Date)

*Melvin Mangerim*  
(Signature of Agency Representative)

Records Management 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:  Office of Management and Budget Records of the Natural Resources Division	<i>NC-51-76-9</i> <i>NC-51-76-13</i>	

*18 Jemy*

*Copy to agency 22 Feb 79*

*sent to NAW, NMF & NMB 3-1-79 m.j.*

RECORDS OF THE NATURAL RESOURCES DIVISION

Records Common to the Division Office and Branches

1. Administrative Records. The administrative records relate to the internal organization and management of the Division or Branch, including chronological files, work plans, and related records.

TEMPORARY.           Cut-off every 2 years.  
                          Destroy when 2 years old.

2. Correspondence Records. The correspondence records consist of routine inquiries (from the public, referrals from the White House, Congress, and other Government agencies), replies thereto, background materials for formal informational releases and other correspondence in which no unusual administrative decisions, policies, or efforts are involved.

TEMPORARY.           Cut-off every 2 years.  
                          Destroy when 2 years old.

3. Legislative Information Records. The legislative clearance records consist of copies of correspondence from Congress and other Government agencies, including printed materials.

TEMPORARY.           Cut-off at end of each Congress.  
                          Destroy when 2 years old.

The Legislative Reference Division maintains the permanent records on all legislative clearance records.

4. Executive Order and Proclamation Information Records. The executive order and proclamation records include copies of materials on clearance, preparation, presentation, and publication.

TEMPORARY.           Cut-off every 2 years.  
                          Destroy when 2 years old.

The General Counsel's Office maintains the permanent records on all executive orders and proclamations.

5. General Accounting Office Reports Records. The GAO reports records are extra copies for reference purposes only and require no action by the Division.

TEMPORARY.           Cut-off every 2 years.  
                          Destroy when 2 years old.

GAO reports requiring action by the Division are maintained in the Branches as part of the program records.

6. Program Reference Material. The program reference material consists of extra copies of record materials retained solely for convenience of reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda, reports, studies, preliminary worksheets and informal notes that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed; abstracts of correspondence, route slips, and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other Government agencies, commercial firms, or private institutions, which require no action or supplement the official record.

TEMPORARY.           Cut-off each year.  
                          Destroy when obsolete or superseded.

7. Personal Papers. 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.

TEMPORARY.           Dispose when no longer needed.

8. Project Records. Project records consist of reports on Corps of Engineers projects, Bureau of Reclamation projects, Small Reclamation projects, and Agriculture Small Watershed projects.

TEMPORARY. Retain in branch files until completion of construction, funding, or other activity.  
Transfer to EOP Depository when inactive.  
Transfer to FRC when inactive.  
Destroy when 10 years old.

9. Budgetary Records. The budgetary records consist of copies of periodic reports from various Government agencies such as; Budget Execution reports and Statements of Financial Condition; and copies of various other documents.

TEMPORARY. Cut-off each fiscal year.  
Transfer to EOP Depository when 2 years old.  
Transfer to FRC when 2 years old.  
Destroy when 4 years old.





