

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Rec NCO 2 FEB 79

LEAVE BLANK	
DATE RECEIVED 8 FEB 1979	JOB NO NCI-51-79-8
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 3-6-79	<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 Administration OMB

3 MINOR SUBDIVISION
National Security
~~Information Management and Services Division~~

4 NAME OF PERSON WITH WHOM TO CONFER
Nell Doering

5 TEL EXT
895-3914

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 Margman NWS* (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 National Security Division	NC-51-76-1	
	<i>Transfer date to NARS amended to 20 years per telcom with Ms. Doering, OA, 22 Feb 79. D. Kline NCO</i>		

Copy to OMB 7 Mar 79
Copy to NCA, NNB, NNF (pl-3) 1/79
Copies to NCF, NNFJ, and agency 9/13/88

16 items

RECORDS OF THE NATIONAL SECURITY 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.

A control set of GAO reports is maintained by the Director's Office Mail Unit. These records are disposable when 5 years old. (NN 173 238)

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 every 2 years.
 Destroy when 2 years old.

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. Budgetary Records. Budgetary records consist of copies of budget materials received from assigned agencies relating to the established budget process. The materials include items such as:

- Budget submissions, justifications and backup material by appropriation title (except these agencies: Soldier's and Airmen's Home
American Battle Monuments Commission
National Security Council
Defense Manpower Commission
Selective Service System
Federal Preparedness Agency)
and any other such agencies
that may be established)
- Copies of Budget Execution reports
- Copies of statements of Financial Condition
- Copies of various other documents

TEMPORARY. Cut-off each fiscal year.
 Transfer to EOP Depository each fiscal year.
 Transfer to FRC each fiscal year.
 Destroy when 5 years old.

Division Office Records

9. Division Office Program Records. The Division Office program records consist of items that are handled at the Division Office level and cover broad areas of responsibility not covered at the branch level. (Arranged alphabetically by subject). *0/11/35*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter, NIRC*

~~Offer to NARS when 20 years old.~~ *9/12/88*

Transfer to NARA when 30 years old.

10. Division Office Budgetary Records. Budgetary records of the Division reflect its responsibility associated with the preparation, formulations, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (arranged by agency and alphabetically by subject thereunder). *1/11/35*

PERMANENT.

Cut-off each fiscal year.

Transfer to EOP Depository each fiscal year.

Transfer to FRC each fiscal year.

~~Offer to NARS when 20 years old.~~

P. Richter, NIRC

9/12/88

Transfer to NARA when 30 years old.
Branch Records

11. Special Project Program Records. Program records of Special Projects reflect its responsibility to review, manage or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the unit. (Arranged by agency and alphabetically by subject thereunder). *0/11/35*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old.

~~Offer to NARS when 20 years old.~~

P. Richter, NIRC

9/12/88

Transfer to NARA when 30 years old.

Verbal concurrence of Nell Doering, Records Officer, EOP received 9/6/88.

12. Special Projects Budgetary Records. Budgetary records of Special Projects reflect its responsibility associated with the preparation, formulations, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *3 ft/yr.*

PERMANENT.

Cut-off each fiscal year.

Transfer to EOP Depository each fiscal year.

Transfer to FRC each fiscal year. *P. Richter NIRC*

~~Offer to NARS when 20 years old.~~ *9/12/88*

4 Transfer to NARA when 30 years old.

13. Army Branch Program Records. Program records of the Army Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder).

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter NIRC*

~~Offer to NARS when 20 years old.~~ *9/12/88*

4 Transfer to NARA when 30 years old.

14. Navy Branch Program Records. Program records of the Navy Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.25 ft/yr*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter NIRC*

~~Offer to NARS when 20 years old.~~ *9/12/88*

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9/12/88

Transfer to NARA when 30 years old.

Verbal concurrence of Neel Doering, Records Officer, EOP, received 9/6/88.

15. Air Force Branch Program Records. Program records of the Air Force Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.75 \$/yr*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter NIRE*

~~Offer to NARS when 20 years old.~~ *9/12/88*

Transfer to NARA when 30 years old.

16. Personnel Policy Branch Program Records. Programs records of the Personnel Policy Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.25 \$/yr*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter NIRC*

~~Offer to NARS when 20 years old.~~ *9/12/88*

Transfer to NARA when 30 years old.

Verbal concurrence of Nell Doering, Records Officer, EOP, received 9/6/88.

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