

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

191/1100 7/10/79

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Executive Office of the President

2. MAJOR SUBDIVISION
Office of Administration

3. MINOR SUBDIVISION
Information Management and Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Steve Rudzinski

5. TEL. EXT.
395-3914

LEAVE BLANK
JOB NO. NC1-51-79-13
DATE RECEIVED May 7, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
5-22-79 <i>James B. Hood</i> Date Archivist of the United States

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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5/4/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Neil Soering</i>	E. TITLE Records Management Officer/Acting
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See Attached Records Control Schedule: Office of Management and Budget Federal Personnel Policy Division		

J. Stearns

115-107
Copy to agency, 24 May 79
NNF, NCU, NNB

5-24-79
MD

OFFICE OF MANAGEMENT AND BUDGET

Federal Personnel Policy Division

This Division serves as principal advisor on Government-wide personnel management policy issues for the Director and other senior officials of the Office of Management and Budget.

The Division provides a central focus within OMB and the Executive Office of the President for: developing personnel policy options, providing leadership and direction for the development of more effective personnel management systems, and otherwise exerting OMB influence on personnel matters; providing an independent view of personnel policies as they impact the operation of the executive branch; and anticipating Government-wide personnel problems and issues, and initiating efforts to resolve them.

The Division has primary responsibility within OMB for: formulating and administering Federal pay, benefits, and compensation policy; reviewing and analyzing legislative proposals with personnel policy implications, and coordinating an Administration position as required; helping formulate policy direction on major Government-wide Federal labor relations issues; and performing a variety of other personnel management functions, such as administering the President's pool of Executive Level positions and providing guidance to agencies on position management. The Division serves as OMB liaison with the Office of Personnel Management on Government-wide personnel issues, such as:

- maintaining needed synchronization of the managerial, budgetary, and personnel policies and controls of both agencies through continuing coordination at a high level;
- participating in or advising on special personnel studies and projects with Government-wide implications;
- keeping informed of and assisting in OPM personnel policy initiatives.

Records of the Federal Personnel Policy Division

1. Administrative Files.

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

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

2. Correspondence Files.

The correspondence files 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 on site when 2 years old.

3. Legislative Information Files.

The legislative clearance files consist of copies of correspondence from Congress and other Government agencies, including printed materials.

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

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

4. Executive Order and Proclamation Information Files.

The Executive Order and Proclamation files include copies of materials on clearance, preparation, presentation and publication.

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

The General Counsel's Office maintains the permanent files on all Executive Orders and Proclamations.

5. General Accounting Office Reports Files.

The GAO reports files are extra copies for reference purposes only and require no action by the Division.

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

GAO reports requiring action by the Division are maintained as part of the subject files.

6. Division Reference Material.

The Division 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 on site 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. Federal Personnel Policy Subject Files.

The subject files of the Federal Personnel Policy Division reflect its responsibility for improving personnel management in the Federal service. The files 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 Division. The files are arranged by function and alphabetically by subject thereunder. *(Vol.-on-hand: 12 diff. Annual Accumulation: 2 wgt/yr.)*

PERMANENT. Cut-off every 4 years.
 Transfer to EOP Depository every 8 years.
 Transfer to FRC every 8 years.
 Offer to NARS when 8 years old.