

Rud NCD 247714

NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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|---|--|
| LEAVE BLANK | |
| JOB NO | NC 1-51-79-14 |
| DATE RECEIVED | May 10, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | JUN 1 1979 <i>James B. Chanda</i> Archivist of the United States |

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 OMB

3. MINOR SUBDIVISION
~~Financial Management and Services Division~~
Financial Management Br. BRD

4. NAME OF PERSON WITH WHOM TO CONFER
Steve Rudzinski

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 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 5/8/79 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Nell Doering</i> | E. TITLE Records Management Officer, Acting |
|-------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| | See attached Record Control Schedule: Office of Management and Budget Budget Review Division Financial Management Branch Records | | 8 items |

115-107

Copy to agency, 5 Jun 79
sent to NEW + MWF, MMB
6-8-79

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

732

8. Financial Management Subject Files.

These files reflect the responsibilities of the Financial Management Branch. The files include program-related memoranda, correspondence with other Government agencies, and related pertinent background materials. The files are arranged by function and alphabetically thereunder. *(On hand - about 8 cu.ft Accumulation about 2 cu.ft/yr.)*

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository every 2 years.
 Transfer to FRC every 2 years.
 Offer to NARS when 8 years old.

OFFICE OF MANAGEMENT AND BUDGETBudget Review DivisionFinancial Management Branch

This Branch publishes policies, guidelines, and procedures directed toward the goal of achieving and maintaining effective financial management within the executive branch. It provides leadership for the development of effective financial systems and practices capable of producing timely and meaningful data. It exercises executive branch leadership in improving audit systems. It reviews and approves agency regulations for administrative fund control to assure that they are adequate to preclude overobligations and overexpenditures. The Branch participates with Treasury, GAO, and the Office of Personnel Management in the Joint Financial Management Improvement Program. For Federal assistance programs, it develops and assures implementation of simplified and uniform standard administration requirements and develops uniform cost principles applicable to grants.

Records of the Financial Management Branch

1. Administrative Files.

The administrative files relate to the internal organization and management of the 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.