

Revised 7/20/79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-51-80-1

DATE RECEIVED

10-23-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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 and Management Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Nell Doering

5. TEL. EXT.

395-5814

12-3-79

Date

James E. O'Neil
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 1 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 10-19-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Nell Doering</i>	E. TITLE EOP Records Management Officer
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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
1	<p>Records of the Office of Management and Budget</p> <p>Budget Review Division Budget Preparation Branch</p> <p>Records consist of quarterly updates of budget data by fiscal year (Spring public, Mid-session review estimates, Fall public, and annual budget estimates).</p> <p>TEMPORARY. Cut-off at end of each fiscal quarter. Transfer to EOP Depository at end of each fiscal quarter. Transfer to FRC at end of each fiscal quarter. Destroy when 5 years old.</p>		

Copy to NEW agency 12-5-79