

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*ncp 26 June 81*

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  
Office of Management & Budget  
~~Records and Publications Management~~

4 NAME OF PERSON WITH WHOM TO CONFER  
Steve Rudzinski

5. TEL EXT  
395-3367

LEAVE BLANK	
JOB NO	NC1-51-81-1
DATE RECEIVED	June 26, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b>	
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 2 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 <u>6-26-81</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Neil 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
	See attached Record Schedule:  Office of Management and Budget National Security Division Records of the Intelligence Branch		<i>2 items</i>

*Closed Out: 8-4-81: KTRD.  
Copy to Berry & NNF & NNS 8-07-81*

NATIONAL SECURITY DIVISION

RECORDS OF THE INTELLIGENCE BRANCH

1. Intelligence Branch Budgetary Records.

Budgetary records of the Intelligence Branch 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. The files are arranged by agency and alphabetically by subject thereunder.

PERMANENT.      Cut-off each fiscal year.  
Screen reference material.  
Transfer to a secure facility in the  
Washington area for storage purposes  
when 5 years old.  
Transfer to NARS when national security  
considerations do not preclude their  
use for historical or other research.

2. Intelligence Branch Program Records.

Program records of the Intelligence Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other 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. The files are arranged by agency and alphabetically by subject thereunder.

PERMANENT.      Cut-off each calendar year.  
Screen reference material.  
Transfer to a secure facility in the  
Washington area for storage purposes  
when 5 years old.  
Transfer to NARS when national security  
considerations do not preclude their  
use for historical or other research.