

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

LEAVE BLANK	
JOB NO <i>NCI-51-84-1</i>	
DATE RECEIVED <i>8-14-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-13-85</i> Date	<i>Robert W. [Signature]</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 Management and Budget

3. MINOR SUBDIVISION  
Office of Information and Regulatory Affairs

4. NAME OF PERSON WITH WHOM TO CONFER  
Nell Doering

5. TEL EXT  
395-3367

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 4 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 8-8-84	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	Office of Management and Budget (OMB) Records of the Office of Information and Regulatory Affairs (OIRA)  PAPERWORK DOCKET FILES  Under the Paperwork Reduction Act of 1980 (P.L. 96-511), the OMB is responsible for the development and implementation of Federal information policies, review and approval or disapproval of Federal agency information collection requests, evaluation of agency information practices, and oversight of paperwork reduction.  The PAPERWORK DOCKET is the record of agency information collection requests and the OIRA review of the request:  o The agency submits an SF-83 which provides pertinent data about the information collection.		

115-107  
*Copy to Agency, NCF & NC  
19 Feb 85 [Signature]*

7  
ITEM NO8 DESCRIPTION OF ITEM  
9  
109  
10  
SAMPLE OF ACTION TAKEN  
JOB NO

- o OIRA generates a paperwork docket worksheet which provides data about the information collection, type of review, type of collection, burden, expiration date, remarks, and space for reviewers' signatures.
- o The agency submits copies of any forms used in the information collection.
- o The agency may also submit supporting material describing what it has done to arrive at the decision and why it has done it.
- o Third party comments may be included in the docket. This material may range from a simple postcard to a detailed study.
- o All material from prior information collections for the same purpose is retained as part of the docket file.

#### TEMPORARY RECORDS

Cutoff files 6-months after  
expiration date of information  
collection.  
Transfer to FRC each January and  
July.  
Destroy when 8 years old.

## 2 REGULATORY DOCKET FILES

Executive Branch agencies are required by Executive Order 12291 to submit all proposed and final regulations to the OMB prior to publication in the Federal Register. Although independent regulatory agencies are exempt from the Executive Order, they have been asked to comply voluntarily with its basic principles. The materials involved in the submission and the review of the regulation constitute the REGULATORY DOCKET:

- o The agency submits an SF-83 which provides pertinent data about the regulation.
- o OIRA generates a regulatory docket worksheet which provides data about the regulation, type of submission, type of review, cost impact, regulatory impact, and space for reviewer' signatures.

7  
EM NO8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9  
SAMPLE OR  
JOB NO10  
ACTION TAKEN

- o The agency may also submit supporting material describing what it has done to arrive at the decision and why it has done it.
- o Third party comments may be included in the docket. This material may range from a simple postcard to a detailed study.
- o If a review is extended beyond the E.O. 12291 timeframe, a letter from the Administrator, OIRA, OMB, to the agency notifies it of the extension.

TEMPORARY RECORDS

Cutoff files when review is completed.

- a. If action is "Consistent with E.O. 12291 without change."

Transfer to FRC when 6-months old. (April and October)  
Destroy when 8 years old.

- b. If action is other than "Consistent with E.O. 12291 without change."

Transfer to FRC when 1-year old. (October)  
Destroy when 8 years old.

## 3 STATISTICAL PLANS AND FORMS DOCKET FILES

NCL-51-76-19  
item 5b

Federal agencies are required to submit statistical plans and forms for clearance to OMB under the Federal Reports Act of 1942 (56 Stat. 1078; 5 U.S.C. 139-139f).

- o The active STATISTICAL PLANS AND FORMS DOCKET FILE must contain the latest complete version of the plan or form with all basic supporting documents.
- o When a revision is files in the docket, the preceding version is removed and placed in the inactive file - EXCEPT that, if the revision is only partial, the latest complete version with all basic supporting documents must be kept in the active file.

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OF JOB NO	10 ACTION TAKEN
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- o If the docket contains several component parts, this rule will apply to each separate part.
- o Expired and discontinued forms and plans (both repetitive and single-time), are to be removed to an inactive file upon expiration or discontinuance.

TEMPORARY RECORDS

Cutoff files when expired or discontinued (both repetitive and single-time).  
 Transfer to FRC at the end of each calendar year or as volume warrants.  
 Destroy when 8 years old.