

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

*NCU 11/12/79*

LEAVE BLANK	
JOB NO	NC1-429-80-1
DATE RECEIVED	12-12-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	12-22-80 <i>Robert M. Moore</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

3. MINOR SUBDIVISION  
*Council on Wage and Price Stability*  
~~Information Management and Services Division~~

4. NAME OF PERSON WITH WHOM TO CONFER  
 Nell Doering or Steve Rudzinski

5. TEL EXT  
 395-5814  
 9267

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 17 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
11/9/79	<i>Nell Doering</i>	Records Management Officer	
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:  Council on Wage and Price Stability		

*30 items*

115-107

*copy to agency 2/20/81*

*Closed Out: 1-5-81: K.T.D.  
 Copy sent to NCW, NL, NNB & NNF*

## COUNCIL ON WAGE AND PRICE STABILITY

The Council on Wage and Price Stability was established within the Executive Office of the President by Act of August 24, 1974 (88 Stat. 750; 12 U.S.C. 1904 note), as amended.

The Council consists of eight members and four adviser-members, all of whom are appointed by the President. The Chairman of the Council is designated by the President. The staff of the Council is headed by a Director, appointed by the President with the advice and consent of the Senate.

The principal function of the Council, pursuant to the Council on Wage and Price Stability Act, is to encourage restraint in wage, price and other activities that might have an inflationary effect upon the nation's economy. The Council serves this function by (1) monitoring wage, price and other activity within the private sector of the economy, (2) reviewing programs and policies of the various Federal departments and agencies to analyze their inflationary impact upon the economy, (3) working with representatives of labor and management in various sectors of the economy to encourage restraint in their wage, price and other activity, and (4) holding hearings and otherwise collecting data related to the economy. The Council does not, however, have the authority to impose mandatory economic controls with respect to wages, prices or similar transfers.

In addition, by Executive Order No. 12092 (November 1, 1978), and Executive Order 12161 (44 FR 56663), the President authorized the Council to develop standards implementing the voluntary program of wage and price restraint which the President initiated.

Records Common to All Offices

1. Office Reference Material.

The Office 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 or when no longer needed, whichever is sooner.

2. Form 10K Files.

The Security and Exchange Commission Form 10K, which contains information on wages and prices from the private sector, is used by CWPS as background information to monitor wages and prices, and on which no official action is taken. The official file is maintained by the Securities and Exchange Commission.

TEMPORARY.       Cut-off every year.  
                  Destroy on site when 2 years old or when no longer needed, whichever is sooner.

3. 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 a CWPS employee will be clearly designated as nonofficial and will at all times be filed separately from the official records of the 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.

*Annexed by  
ADP/MSD  
for full retention  
5/20/00*

~~TEMPORARY~~ <sup>non-Record</sup> <sup>of</sup> Dispose when no longer needed.

4. Legislative Information Files.

The legislative clearance files contain 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 or when no longer needed, whichever is sooner.

5. White House Correspondence Files.

These files are arranged alphabetically and contain routine referrals from the White House and CWPS replies, involving no administrative actions, no policy decisions, and no special compilations or research.

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

6. Congressional Correspondence Files.

These files are arranged alphabetically and contain routine correspondence from the Congress and CWPS's replies. Also included are legislative clearance items transmitted to OMB.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old or when no longer needed, whichever is sooner.

7. Public Correspondence Files.

These files are arranged alphabetically and contain routine inquiries for information and CWPS's replies, involving no administrative actions, no policy decisions, and no special compilations or research.

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

Records of the Office of the Chairman

The Chairman of the Council establishes the basic policy direction to be pursued by the Council, and participates in the various advisory groups within the Office of the President.

8. Chairman's Subject Files.

These files include correspondence, internal memoranda, and pertinent background material on issues that are coordinated through the Council on Wage and Price Stability. The file is arranged alphabetically by agency, subject, and commodity.

PERMANENT.	Cut-off every 2 years.
<i>4 ca. ft.</i>	Transfer to EOP Depository every 2 years or upon departure of the Chairman.
<i>1/2 pm 31,</i>	Transfer to FRC upon departure of the Chairman.
	Offer to NARS when <i>10</i> years old.

9. Chairman's Alphabetical File.

This file includes copies of correspondence and internal memoranda that are included in the Chairman's subject files. These files are related to the Chairman's role as Advisor to the President on Inflation and are arranged alphabetically by name and chronologically thereunder.

<del>PERMANENT</del>	Cut-off every 2 years.
	Transfer to White House files upon departure of the Chairman.

Records of the Office of the Director

This office consists of the Director, and a Deputy Director. It provides overall coordination of the Council's activities and directs the implementation of those activities and responsibilities assigned to the staff by the Council.

#### 10. Director's Subject Files.

These files include correspondence, internal memoranda, and pertinent background material on issues that are coordinated through the Council on Wage and Price Stability. The file is arranged alphabetically by agency, subject, and commodity.

PERMANENT: Cut-off every 2 years.  
*3 wft.* Transfer to EOP Depository every 2 years.  
*1/2 RM 31.* Transfer to FRC every 2 years.  
 Offer to NARS when *10* years old.

#### 11. Central Correspondence Files.

These files represent the Council's official correspondence records. A yellow copy (Official Files) of all correspondence from each of the Council's major organizational elements is provided to the central subject file to document its respective area of responsibility. Included in these files are memoranda to the President, correspondence from and to heads of Government agencies, from and to officials in the private sector, internal memoranda to the Director of the Council, and pertinent background materials. These files are arranged alphabetically by subject.

PERMANENT. Cut-off every 2 years.  
*9 wft.* Transfer to EOP Depository every 2 years.  
*0 RM 31.* Transfer to FRC every 2 years.  
 Offer to NARS when *10* years old.

#### 12. Director's Chronological Files.

This file contains a chronological copy from each office of all outgoing and internal correspondence that originates in the Council. This file is arranged chronologically.

PERMANENT. Cut-off every 2 years.  
*2 wft.* Transfer to EOP Depository every 2 years.  
*1/4 RM 31* Transfer to FRC every 2 years.  
 Offer to NARS when *10* years old.

#### 13. Deputy Director's Files.

These files contain inter and intra office memoranda, background material and final reports of issues that are of concern to CWPS. The records of the Office of Planning, Policy and Evaluation are also maintained in these files.

The files are arranged alphabetically by agency, subject, and commodity.

PERMANENT:           Cut-off every 2 years.  
*2 yr. ft.*                Transfer to EOP Depository every 2 years.  
*Yd per yr.*           Transfer to FRC every 2 years.  
                          Offer to NARS when *10* years old.

Records of the Office of Planning, Policy  
and Evaluation

This office, which is headed by an Assistant Director, investigates and develops policy options to combat inflation in various sectors of the economy; provides broad policy coordination for the Council's program activities; develops and presents detailed strategies for dealing with specific sectoral problems; maintains liaison with the Executive Office of the President and other government agencies to facilitate implementation of anti-inflation policy measures, and undertakes and coordinates program evaluations.

The files of this office are interfiled with the files of the Deputy Director. (See Item 13.)

Records of the General Counsel

The files of the General Counsel reflect its responsibility to provide broad legal support to the Chairperson, the Director, and program offices in the implementation of the Council's programs. It reviews requests for information, coordinates the issuance of regulations and interpretive material, and advises on administration of the Pay and Price Standards in order to insure substantive consistency and procedural due process.

14. General Counsel's Subject Files.

These files contain copies of statutes that created the Council, appropriate acts, correspondence relating to the establishment and extension, and statements of functions and responsibilities. Also included are the Freedom of Information Act annual report to Congress at the agency level. The files are arranged alphabetically by subject.

PERMANENT.	Cut-off every 2 years.
<i>3 w. ft.</i>	Transfer to EOP Depository every 2 years.
<i>1 page.</i>	Transfer to FRC every 2 years.
	Offer to NARS when <i>10</i> years old.

15. Litigation Files.

These files are arranged alphabetically by company and reflect the legal advice and information furnished to the Justice Department for prosecution of lawsuits, including inter and intra agency correspondence and related material.

TEMPORARY.	Cut-off every 2 years.
	Transfer to EOP Depository every 2 years.
	Transfer to FRC every 2 years.
	Destroy when 5 years old.



Records of the Office of Public Information

This office, which is headed by an Assistant Director, carries out activities in the area of media relations and other public information services. It is also responsible for editing and distributing publications and reports of the Council.

16. Subject Files.

The files of this Office reflect its responsibility to keep abreast of the current statements, opinions and recommendations of the Council. The files are arranged alphabetically by subject. Included in the files are internal memoranda and correspondence between government and private organizations.

PERMANENT. Cut-off every 2 years.  
*1 yr. ft.* Transfer to FOP Depository every 2 years.  
*1/2 per yr.* Transfer to FRC every 2 years.  
 Offer to NARS when **10** years old.

17. Information Files.

Complete set of formal information releases and publications, such as press releases, press conference transcripts, official speeches, and prepared text of Congressional testimony.

PERMANENT. Cut-off every 2 years.  
*1 yr. ft.* Transfer to EOP Depository every 2 years.  
*1/2 per yr.* Transfer to FRC every 2 years.  
 Offer to NARS when **10** years old.

18. Quarterly Reports.

This file contains a complete set of the Quarterly Reports of the Council. The reports are filed chronologically.

PERMANENT: Cut-off every 2 years.  
*1 yr. ft.* Transfer to EOP Depository every 2 years.  
 Transfer to FRC every 2 years.  
 Offer to NARS when **10** years old.  
*1/2 per yr.*

19. Reports or Studies Files.

This file contains one copy of each of the final reports and studies published or unpublished by the Council. The reports and studies are filed by subject.

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository every 2 years.

Transfer to FRC every 2 years.

Offer to NARS when 10 years old.

*1 m-ft.*

*1/2 per yr.*

Records of the Office of Legislative/Congressional Affairs.

The files of this Office, which is headed by an Assistant Director, reflect its responsibility to maintain relations with House and Senate Committees interested in the Council; processes congressional requests for information; develops and coordinates legislative proposals originated by the Council; and advises the Council on policy matters related to Congress.

20. Congressional Correspondence Files.

These files contain the originals of routine incoming inquiries from Congressmen and the Council's response. The files are arranged in alphabetical order by the members last name.

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

21. Transcript Files.

These files contain copies of transcripts of testimony by Council members before Congressional Committees.

TEMPORARY.      Destroy on site when 2 years old or when no  
                    longer needed.

Records of the Office of Price Monitoring

The files of the Office of Price Monitoring, which is headed by an Assistant Director, reflect its responsibility for the overall monitoring of price data and analysis of trends, and identifying particular sources of inflationary pressure; for determining whether or not specific companies are in compliance with the price standards, and for undertaking studies and providing reports for the Congress with respect to inflation trends.

22. Price Monitoring Subject Files.

These subject files are arranged alphabetically by the areas being monitored and by other subject areas of interest to the Council. The files contain internal memoranda, correspondence between the Council and private sector groups and copies of briefing and discussion papers and other pertinent background material. The official copies of reports or studies produced by this Office are maintained by the Office of Public Information.

PERMANENT.	Cut-off every 2 years.
<i>11 w. ft.</i>	Transfer to EOP Depository every 2 years.
<i>5 p. ft.</i>	Transfer to FRC every 2 years.
	Offer to NARS when <i>10</i> years old.

23. Price Monitoring Case Files.

These files are arranged alphabetically by company and consist of material requested by CWPS from the companies (Form PM-7); internal memoranda, and letters with the private sector groups. These records determine whether or not specific companies are in compliance with the price standards.

~~PERMANENT~~  
**TEMPORARY**

	Cut-off every 4 years.
	Close file every 4 years on January 20, beginning 1981.
	Transfer to EOP Depository every 4 years.
	Transfer to FRC every 4 years.
	<del>Offer to NARS when 4 years old.</del> DESTROY WHEN <i>10</i> YEARS OLD

RESTRICTIONS: Records: Records marked "Business Confidential" in the case files of the Office of Price Monitoring. No one may examine these records or be given information from or copies of them except by permission of

the General Counsel, CWPS. Specified by: Council on Wage  
and Price Stability.

Records of the Office of Pay Monitoring

The files of the Office of Pay Monitoring, which is headed by an Assistant Director, reflect its responsibility to provide analytical support to senior government officials; identifies wage negotiations for special attention; responds to technical inquiries as to whether specific unions and/or firms are in compliance with the pay standards, and analyzes overall trends in wages and compensation, in order to identify sources of particular inflationary pressures.

24. Pay Monitoring Subject Files.

These subject files are arranged alphabetically by areas being monitored. The files contain internal memoranda, correspondence between the Council and private sector groups and other pertinent background material. The official copies of reports or studies produced by this Office are maintained by the Office of Public Information.

PERMANENT. Cut-off every 2 years.  
*9 w/ft.* Transfer to EOP Depository every 2 years.  
 Transfer to FRC every 2 years.  
*4 pr 71.* Offer to NARS when 10 years old.

25. Pay Exception Case Files.

These case files contain the wage exceptions granted by CWPS under the pay guidelines. The files consist of memoranda, letters, and replies for exceptions. The files are arranged alphabetically by name of union or company.

**TEMPORARY**  
~~PERMANENT~~

Cut-off every 2 years.  
 Transfer to EOP Depository every 2 years.  
 Transfer to FRC every 2 years.  
~~Offer to NARS when 4 years old.~~ DESTROY WHEN 10 YEARS OLD.

26. CWPS Form Pay-1 Files.

These files contain the information requested by the Council under the pay guidelines. This form is certified by an individual of the company or union that submits it. These files are arranged by consecutive numbers.

**TEMPORARY**  
~~PERMANENT~~

Cut-off every 2 years.  
 Transfer to EOP Depository every 2 years.  
 Transfer to FRC every 2 years.  
~~Offer to NARS when 4 years old.~~

DESTROY WHEN 10 YEARS OLD

*Amended by  
 ASD/kins, NED  
 SW/Kelly/Jovanis, OA  
 5 Apr 80*

RESTRICTIONS: Records: Records marked "Business Confidential" in the Pay Exception Case Files. No one may examine these records or be given information from or copies of them except by permission of the General Counsel, CWPS. Specified by: Council on Wage and Price Stability.

Records of the Office of Government Programs and Regulations

The files of the Office of Government Programs and Regulations, which is headed by an Assistant Director, reflect its responsibility to develop and recommend policies for mitigating the potential inflationary effects of Federal activities. The office participates in regulatory proceedings, and comments on proposed regulations, in order to encourage Federal agencies to analyze the cost-effectiveness of their initiatives.

27. Government Programs and Regulations Case Files.

These case files are arranged alphabetically by regulatory agency and by subject. They consist of background material and copies of reports on various commodities, internal memoranda, and correspondence between the Council, private sector, and the regulatory agencies. The official copies of reports or studies produced by this Office are maintained by the Office of Public Information.

**TEMPORARY**  
~~PERMANENT~~

Cut-off every 2 years.  
Transfer to EOP Depository every 2 years.  
Transfer to FRC every 2 years.  
~~Offer to NARS when 4 years old~~

DESTROY WHEN 10 YEARS OLD

*amended by  
ADKer, n.d.  
Per Nell Dwaning, OA  
5/22/80*



Records of the Office of Operations

This office, which is headed by an Assistant Director, provides administrative support in the areas of budget preparation and control, personnel management, correspondence control, contracting, and administrative services. It also ensures a coordination of management and other policy issues among the program offices.

28. Administrative Management Files.

These files consist of internal directives issued at the agency, bureau, or division level. The subjects include administration of management improvement programs, development and simplification of procedures, and a copy of each form created by the agency with related instructions and documentation showing inception, scope, and purpose of the form. The files are arranged alphabetically by subject.

PERMANENT.	Cut-off every 2 years.
<i>4 yrs.</i>	Transfer to EOP Depository every 2 years.
	Transfer to FRC every 2 years.
<i>1 yr.</i>	Offer to NARS when <i>10</i> years old.

29. Budget Policy Files.

Correspondence or subject files such as policy and allowance letters and other materials documenting policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for programs.

TEMPORARY.	Cut-off every fiscal year.
	Destroy on site when 4 years old.

30. Budget Estimates and Justifications Files.

Copies of budget estimates and justifications prepared or consolidated in the Administrative Office. Included are appropriation language sheets, narrative statements, and related schedules and data. Also included are supplemental appropriation requests and justifications.

TEMPORARY.	Cut-off every fiscal year.
	Destroy on site when 4 years old.