

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 16 Mar 81

LEAVE BLANK	
JOB NO NCL-429-81-3	
DATE RECEIVED March 16, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-13-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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

U.S. Regulatory Council

4. NAME OF PERSON WITH WHOM TO CONFER

Steve Rudzinski

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 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 3/11/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Neil Downing</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 Records Control Schedule: United States Regulatory Council		

14 items

115-107
*To Agency
15 Apr 81*

*Closed Out: 4-21-81: K.T.D.
Copy to NCW, NNB, NL & NNF*

UNITED STATES REGULATORY COUNCIL

The United States Regulatory Council was established by a Memorandum from the President for Heads of Executive Departments and Agencies, October 31, 1978. The Council's purpose is to improve the coordination of Federal regulatory activities and expand efforts to manage the regulatory process more effectively. It is a key element in the President's Regulatory Reform Program.

The Council is composed of eighteen executive departments and agencies and eighteen regulatory agencies.

The Council seeks to eliminate duplication, gaps and contradictions in existing and proposed rules of regulatory agencies. The Council is responsible for keeping the President, the public, and the Congress informed about the cumulative impact of regulations on the economy. The Council will publish at least every six months, a unified calendar of major regulations, using the criteria defined in Executive Order 12044. This calendar will state the goals and benefits, legal requirements, and expected timetables of the regulations, along with available estimates of economic impacts.

The Council will help ensure that regulations are well coordinated, do not conflict, and do not impose excess burdens on particular sectors of the economy.

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 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. 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 the United States Regulatory Council employee will be clearly designated by him or her as nonofficial and will at all times be filed separately from the official records of his or her 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~~ ^{NON-RECORD} ^{of} Dispose when no longer needed.

3. Reports and Studies Files.

These files contain background materials, drafts, brochures, copies of newspaper clippings, articles and various other information and information sources. The record copies of the reports and studies are maintained by the Director's office.

TEMPORARY. Destroy on site after report or study has been issued.

4. White House Correspondence Files.

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

TEMPORARY. Cut-off every 2 years.

Destroy on site when 2 years old. or when no longer needed for administrative purposes.

5. Congressional Correspondence Files.

These files are arranged alphabetically and contain routine correspondence from the Congress and Regulatory Council 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 for administrative purposes.

6. Public Correspondence Files.

These files are arranged alphabetically and contain routine inquiries for information and Regulatory Council 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. or when no longer needed for administrative purposes.

The Records of the Director's Office

The Director's Office maintains the official files of the Regulatory Council and they relate to the major functions, policy decisions and administrative management activities of the Council.

7. Director's Subject Files.

These files are arranged alphabetically by subject and consist of activity reports, correspondence, inter and intra office memoranda, minutes of Council and staff meetings and the year end report of the Council.

PERMANENT. Cut-off every 2 years.
9 w. pt. Transfer to EOP Depository when 4 years old.
3/yr. Transfer to FRC when 4 years old.
Offer to NARS when 8 years old.

8. Agency Files.

These files relate to the member agencies of the Regulatory Council and consist of letters and memoranda to and from these agencies. The files are arranged alphabetically by Agency.

PERMANENT. Cut-off every 2 years.
2 w. pt. Transfer to EOP Depository when 4 years old.
3/4/yr. Transfer to FRC when 4 years old.
Offer to NARS when 8 years old.

9. Calendar of Federal Regulations Files.

These files relate to the administration, guidelines, correspondence, issuance, and updates of the Regulatory Council's Calendar of Federal Regulations. These files are arranged alphabetically by subject.

Amended by RJH/MS/O for NARS 2/27/81

~~PERMANENT.~~ **TEMPORARY.** Cut-off every 2 years. *Destroy when no longer needed for administrative use.*
~~Transfer to EOP Depository when 4 years old.~~
~~Transfer to FRC when 4 years old.~~ *Transfer to FRC is not authorized.*
~~Offer to NARS when 8 years old.~~

~~10. Interest Group Files.~~

~~These files relate to the input of public interest groups on the Calendar of Federal Regulations. These files consist of briefings with the individual interest groups, and correspondence with these groups. These files are arranged alphabetically by interest group.~~

WITHDRAWN

~~PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository when 4 years old.
 Transfer to FRC when 4 years old.
 Offer to NARS when 8 years old.~~

WITHDRAWN

11. Project Files.

These files relate to the various projects undertaken by the Council to study the impact of Federal regulations on a particular area. These files consist of correspondence, memoranda, and the official report issued by the Council. These files are arranged alphabetically by project title.

PERMANENT. Cut-off after project is completed.
10 cu. ft. Transfer to EOP Depository every 4 years.
3/yr. Transfer to FRC every 4 years.
 Offer to NARS when 8 years old.

12. Administrative Office Subject Files.

These files relate to the major functions, policy decisions and administrative management activities of the U.S. Regulatory Council (i.e., organizational planning, direction and control of substantive operations and programs, development and simplification of procedures, and administration of management improvement programs). These files include, but are not limited to: Statutes and Executive Orders establishing the U.S. Regulatory Council, organizational charts; directives; manuals, and handbooks; master set of publications; master set of forms; management improvement reports; and delegations of authority. These files are arranged by function and subject.

PERMANENT. Cut-off every 2 years.
2 cu. ft. Transfer to EOP Depository every 4 years.
1/2/yr. Offer to NARS when 8 years old.

13. 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. or when no longer needed for administrative purposes.

14. Budget Estimates and Justifications Files.

Copies budget estimates and justifications prepared or consolidated in the Deputy Director's 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. or when no longer
needed for administrative purposes.