

Read NCO 11/20/79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-459-80-1
DATE RECEIVED	7/11/79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-2-80 <i>James E. O'Neil</i> Date Acting 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 *Council of Economic Advisors*
~~Office of Administration~~

3. MINOR SUBDIVISION
~~Information Management and Services Division~~

4. NAME OF PERSON WITH WHOM TO CONFER
Steve Rudzinski

5. TEL. EXT.
395-3914

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 7 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 7/11/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Neel Doering</i>	E. TITLE 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: Executive Office of the President Council of Economic Advisors		

115-107 *Close out 1-31-80 jk*

Copy to NL, NMF, NCW 3/24/80

14 items

COUNCIL OF ECONOMIC ADVISERS

The Council of Economic Advisers was established in the Executive Office of the President by the Employment Act of 1948 (60 Stat. 24; 15 U.S.C. 1023). It now functions under that statute and Reorganization Plan 9 of 1953, effective August 1, 1953. The Council consists of three members appointed by the President by and with the advice and consent of the Senate. One of the members is designated by the President as chairman.

The Council analyzes the national economy and its various segments; advises the President on economic developments; appraises the economic programs and policies of the Federal Government; recommends to the President policies for economic growth and stability; and assists in the preparation of the economic reports of the President to the Congress.

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 a CEA 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. Dispose when no longer needed.

3. Economic Report Files.

These files contain drafts of various chapters and tables of the CEA Economic Report. The record copy of the Economic Report is maintained by the Chairman's Office.

TEMPORARY. Destroy on site when Economic Report has been
 issued.

4. 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 Chairman's Office.

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

5. White House Correspondence Files

These files are arranged alphabetically and contain routine referrals from the White House and CEA'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.

6. 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.

7. Congressional Correspondence Files.

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

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

8. Public Correspondence Files.

These files are arranged alphabetically and contain routine inquiries for information and CEA'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 Chairman

The records of this Office reflect the role of the CEA Chairman to communicate the Council's views to the President. This duty is performed through direct consultation with the President, and through written reports on economic developments and on particular programs and proposals.

9. Chairman's Subject Files.

These files relate to the Chairman's various responsibilities on economic issues, and consist of incoming and outgoing correspondence, internal memoranda and reports from the staff, minutes of meetings, speeches, testimony and memoranda from and to the President, Vice President, and Domestic Policy Staff. These files also include the annual Economic Report of the President and the monthly Economic Indicators. These files are arranged alphabetically by subject.

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository every 4 years.
 Offer to NARS when 4 years old. *(20 cu. ft./4 yr. period)*

10. Chairman's Chronological File.

The Chairman's chronological file contains copies of correspondence signed by the Chairman and others. The file is arranged chronologically by month.

PERMANENT. Cut-off every 4 years.
 Transfer to EOP Depository every 4 years.
 Offer to NARS when 4 years old. *(3 cu. ft./4 yr. period)*

Records of the Council's Members

The records of this Office reflect the members' responsibility for all subject matter covered by the Council, including direct supervision of the work of the professional staff.

11. Council Members' Subject Files.

These files relate to the Council Members' various responsibilities on economic issues, and consist of incoming

and outgoing correspondence, internal memoranda for the staff, and minutes of meetings. These files are arranged alphabetically by subject.

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository every 4 years.
 Offer to NARS when 4 years old. *(25 cu. ft. / 4 yr. period)*

Records of the Council's Professional Staff

12. Council's Professional Staff Files.

These files reflect the professional staff's special fields of expertise in analyzing the major economic topics of the Council. These files contain copies of internal memoranda, reports to the Council Members and pertinent background information. The files are arranged by function and alphabetically thereunder.

PERMANENT. Cut-off every 2 years or upon departure of the individual, whichever is sooner.
 Transfer to EOP Depository every 2 years or upon departure of the individual, whichever is sooner.
 Transfer to FRC every 2 years or upon departure of the individual, whichever is sooner.
 Offer to NARS when 4 years old. *(12 cu. ft. / 4 yr. period)*

Records of the Administrative Office

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.

14. 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.