

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Office of Management Services

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Martin Rogin

5. TEL. EXT.

343
183-5132

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 26 1976	JOB NO. NC1-269-76-2
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 "with-drawn" in column 10.	
<u>5-19-76</u> (Date)	<u>James B. Rhoads</u> Archivist of the United States

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3-23-76

Date

Michael G. Barbour
Michael G. Barbour

(Signature of Agency Representative)

Chief, Records Management Branch (BRAR)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Budget and Performance Analysis Program files</p> <p>File descriptions and requested disposition authorizations are contained in the attached proposed changes to chap. 14 of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). The proposed changes are identified by vertical lines in right margin.</p>	<p>NN168-82 NN173-42</p>	

Copy to Agency 5-20-76 DC

20 items

* GENERAL SERVICES ADMINISTRATION OAD P. 1820.2 CHGE.

↑
(Date)

CHAPTER 14. BUDGET AND PERFORMANCE ANALYSIS (Order No.)
PROGRAM FILES *(Date)

* GSA ORDER

* 1. General. This chapter provides documentation, maintenance, and disposition instructions for files accumulated in formulating and executing fiscal year budgets and in coordinating the development and application of performance analysis systems and techniques. These instructions are contained in:

- a. Appendix 14-A. Budget Formulation and Execution Program Files
- b. Appendix 14-B. Performance Analysis Program Files

2. Reserved.

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* Distribution Center P 1 and 2 NUMBER in box ** CHAP 14-1

*Used on first page of order ONLY.

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***Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.

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GENERAL SERVICES ADMINISTRATION

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This appendix describes files created in procuring funds to finance the operation of GSA and in controlling funds within the amounts and limits specified in appropriations, apportionments, and other external and GSA administrative policies. Budget program files are created as a result of responsibilities outlined in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 2200 subject classification series. They are accumulated by the office responsible for agencywide budget formulation; elements of Central Office services and staff offices responsible for coordinating budget administration on a service- or staff office-wide basis, normally the Administrative Office; and Budget Divisions of regional offices. Documents accumulated by other offices in handling budgetary actions within their assigned program areas are covered by instructions in appendix 9-C.

Appendix 14-A. Budget Formulation and Execution Program Files

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14A1 - 14A4. Reserved.

14A5. Budget forecasts. Documents created or accumulated in preparing, coordinating, and approving annual and supplementary budgetary forecasts and in submitting them to the Office of Management and Budget (OMB). Included are record copies of published agencywide forecasts and summaries thereof, instructions regarding preparation of the forecasts, notifications of due dates, memorandums or other papers relating to internal hearings, resumes of OMB discussions, and related records.

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Cut off at the end of the target budget year:

- a. Record copies of published agencywide forecasts and summaries: Hold 3 years and retire, destroy after 7 additional years.
- b. Working papers: Hold 3 years and destroy.

14A6 - 14A9. Reserved.

14A10. Budget estimates and justifications. Documents accumulated or created in preparing, reviewing, and coordinating the annual and supplemental budget estimates for submission to OMB and the Congress. Included are calls for budget estimates, budget guidelines, mail and other common costs, published estimates, allowance letters, opening statements, briefcase material, transcripts of hearings, and related records.

Cut off at the end of the target budget year:

- a. Budget estimates: Permanent. Hold 3 years and retire. Offer to the Archivist ~~after~~ 10 years *Ad.*
NAES
- b. Working papers: Hold 3 years and destroy.
- c. Opening statements, briefcase material, and transcripts: Destroy when superseded or obsolete, or ~~no longer needed.~~

14A11 - 14A19. Reserved.

14A20. Interim financing authorizations. Documents accumulated which provide interim financing authority when appropriation apportionments have not been made by the beginning of the new fiscal year. Included are copies of joint congressional resolutions, interim operating budgets, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

Appendix 14-A
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* Distribution Center PAGE 3 NUMBER in box ** PAR

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14A21 - 14A24. Reserved.

14A25. Budgetary agreements. Documents accumulated for supporting requests for funds to cover reimbursable or similar operations. Included are copies of agreements and related records.

Cut off at the end of the fiscal year,
hold 3 years, and destroy.

14A26 - 14A29. Reserved.

14A30. Apportionments. Documents created or accumulated in obtaining obligation of funds authorizations from OMB. Included are authorizations, apportionment and reapportionment schedules, and related records.

Cut off at the end of the fiscal year,
hold 3 years, and destroy.

14A31 - 14A34. Reserved.

14A35. Budget controls. Documents accumulated in controlling the expenditure of funds within the limitations prescribed by the Congress, OMB, and GSA. Included are reports of budget status, master allotments, employment control registers, end-of-year employment ceilings, financial targets and restriction documents, allotment advices, and related records.

Cut off at the end of the applicable fiscal year:

a. Records relating to construction projects: Hold
5 years and retire, destroy after 5 additional years.

b. All other records: Hold 3 years and destroy.

14A36 - 14A44. Reserved.

14A45. Estimated employee annual pay increase. Records created or accumulated in computing salary increases pursuant to congressional legislation. Included are announcements to OMB of what the cost will be to GSA, guidelines for computation of the cost, information issuances, and related records.

Cut off at the end of the fiscal year,
hold 3 years, and destroy.

14A46 - 14A49. Reserved.

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14A50. Employment reports. Documents created in reporting information on employment for review and use in developing staffing and financial data. Included are reports of filled positions, reports of paid employment, and related records.

COPY RIDER

Cut off at the end of the fiscal year concerned:

SUBJECT

- a. Budget office with agencywide responsibility: Reports of filled positions and paid employment. Destroy when superseded or obsolete, or ~~no longer needed.~~
- b. Other offices: (a) Reports of filled positions. Hold 1 year and destroy. (b) Reports of paid employment. Destroy when superseded or obsolete, or ~~no longer needed.~~

14A51 - 14A54. Reserved.

14A55. Deficiency reports. Reports and directly related papers reflecting the circumstances surrounding and other data pertinent to violations of the Anti-Deficiency Act, Public Law 85-48 (71 Stat. 49), but not reports accumulated by investigative offices which involved possible criminality.

Cut off annually:

- a. Central Office elements responsible for agencywide and service- or staff office-wide budgeting: Hold 5 years and destroy.
- b. Other offices: Hold 2 years and destroy.

14A56. Planning assumptions. Documents accumulated in calling for, preparing, and approving assumptions or predictions of the circumstances and conditions under which program plans will operate during the forthcoming planning period. Included are "calls" for planning assumptions, clearance actions, planning assumptions and revisions thereto, transmittal letters, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

14A57. Program plans. Documents created in preparing, reviewing, clearing, and approving plans reflecting the factual and analytic basis for 5-year program proposals; detailed and summary financial plans reflecting gross resources required; and summaries of program costs and program outputs. Included are program plans, detailed and summary financial plans, special tabulations, clearance actions, transmittal plans, and related records.

(Do NOT Appendix 14-A this line)

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Cut off at the end of the fiscal year, hold 3 years,
and destroy.

14A58. Operating schedules. Documents created in preparing, clearing,
and approving schedules which translate current fiscal year portions of
plans into quarterly operating targets to be achieved through the applica-
tion of available manpower and funds. Included are "calls" for schedules,
operating schedules and revisions thereto, transmittal letters, and related
records.

Cut off at the end of the fiscal year, hold 1 year,
and destroy.

14A59. Programing reports. Reports reflecting highlights and progress in
program accomplishments and performance. Included are monthly highlight
reports, quarterly progress reports, other program reports, and records
directly related to them.

Cut off at the end of the fiscal year, hold 1 year,
and destroy.

14A60. Budget digests. Documents reflecting, in digest form, a comprehen-
sive history of appropriations; programs; obligations; expenditures; work-
load, performance, cost, and employment data; and similar information about
annual and supplemental budgets. (Budget digests are updated annually by
page changes.)

Office responsible for preparation and issue: Permanent.
Cut off revised pages in 5-year blocks, hold 5 years, and
retire. Offer to the ~~Archivist~~ *NAES* after 10 years ~~old.~~ *when*

(Use in Appendix 14-A (15 line))

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