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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1. FROM (Agency or establishment) Peace Corps | |
| 2. MAJOR SUBDIVISION Office of Planning, Budget & Finance | |
| 3. MINOR SUBDIVISION | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Tom Peirce | 5. TELEPHONE (202) 606-3261 |

| | |
|---|---|
| LEAVE BLANK (NARA use only) | |
| JOB NUMBER N1-490.95.5 | |
| DATE RECEIVED 12.8.94 | |
| NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| DATE 3/25/95 | ARCHIVIST OF THE UNITED STATES <i>James M. ...</i> |

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;
 is attached; or
 has been requested.

| | | |
|---------------------|--|---------------------------------|
| DATE 12/7 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE Records Officer |
|---------------------|--|---------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | Office of Planning, Budget and Finance automated records, per attached. | | |

Copy sent to agency 3/30/95

Office of Planning, Budget and Finance

1. Office of Planning, Budget and Finance (OPBF) Operating Plan Database.

This database contains budget data transferred to the White House Office of Management and Budget on an annual basis to support the agency budget request. Information includes projected budget for salaries, supplies, medical expenses, equipment costs, etc.

1a. OPBF Files.

DISPOSITION: *Temporary.* Maintain in Office of Planning, Planning and Finance. Destroy when two years old. (Deviates from GRS 5/2.)

1b. Operating Plan Database Related Documentation.

This subitem consists of user manuals, codebooks and other related documentation necessary to understand the OPBF Operating Plan Database.

DISPOSITION: *Temporary.* Destroy when no longer needed.

1c. Output: Budget Reports Files. Periodic reports on the status of appropriation accounts and apportionment.

1 (c) (1). Annual Reports.

DISPOSITION: *Temporary.* Cut off at the end of Fiscal Year. Destroy when five years old in accordance with GRS 5, Item 3a.

1 (c) (2) All other reports.

DISPOSITION: *Temporary.* Cut off at the end of Fiscal Year. Destroy three years after the end of the Fiscal Year in accordance with GRS 5, Item 3b.

2. Integrated Planning and Budget System (IPBS).

This subitem contains budget data supporting the agency budget request for the past, present and next Fiscal Years. Information includes projected budget for salaries, supplies, medical expenses, transportation and equipment costs, etc. (NOTE: This is a personal computer system, not a mainframe system, which "dumps" budget information into the Operating Plan Database.)

2a. IPBS Automated Files.

DISPOSITION: *Temporary.* Maintain in Office of Planning, Budget and Finance. Destroy when two years old. (Deviates from GRS 5/2).

2b. IPBS Related Documentation.

This subitem consists of user's manuals, codebooks and other related documentation necessary to understand the IPBS Database.

DISPOSITION: *Temporary.* Destroy when no longer needed.

~~**2c. Output: Budget Background Files.** This item consists of rough data and similar materials accumulated in the preparation of annual budget estimates.~~

~~**DISPOSITION:** *Temporary.* Cut off annually. Destroy one year after the close of the Fiscal Year covered by the budget in accordance with GRS 5, Item 2.~~