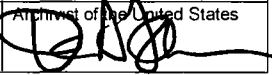
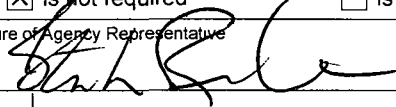


Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-520-12-1	
1 From (Agency or establishment) Congressional Budget Office		Date Received 7/12/12	
2 Major Subdivision		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision			
4 Name of Person with whom to confer Stephen Rentner	5 Telephone (include area code) 202-226-2694	Date 29 NOV 12	Approved by 
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 <u>5</u> 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			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title Manager, Administrative Services	Date (mm/dd/yyyy) 07/10/2012
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached Documents -Congressional Budget Office Comprehensive Records Schedule -95-12 Cross-Reference Guide		



Congressional Budget Office

Comprehensive Records Schedule

N1-520-12-1

This document details the disposition authority for records of the Congressional Budget Office (CBO) and replaces CBO's previous Comprehensive Records Schedule, N1-520-95-1. The schedule for disposition of CBO's records is designed to be consistent with the requirements of the National Archives and Records Administration (NARA).

CBO's Analysis for the Congress

	Type of Record	Archiving Practice
	Externally Disseminated Products	
1-1a	<p>CBO Products CBO products distributed to the public on the CBO website, including reports, testimonies, letters, supplemental data, cost estimates, mandate statements, working papers, presentations, web material, and the Director's blog</p> <p><i>Note CBO may use social media platforms to repost information that is presented elsewhere Such social media content is considered nonrecord government material</i></p>	<p>Permanent – Transfer electronic snapshot of the CBO website to the Legislative Archives after the end of each Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer</p>
1-1b	<p>CBO Products Disseminated to the Congress but Not Posted on the Agency's Website, including letters, memoranda, and supplementary data</p>	<p>Permanent – Transfer electronic snapshot of records generated during a Congress to the Legislative Archives after the end of such Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer</p> <p><i>Note Access to records is restricted for 30 years after transfer to the Legislative Archives</i></p>
	Electronic Mail	
1-2a	<p>Electronic Mail Messages Related to CBO's Analysis for the Congress Electronic mail messages addressed to, copying, or from the Director, the Deputy Director, the Associate Director for Legislative Affairs, or a mail house gov or senate gov address</p>	<p>Permanent – Transfer electronic snapshot of records generated during a Congress to the Legislative Archives after the end of such Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer</p> <p><i>Note Access to records is restricted for 30 years after transfer to the Legislative Archives</i></p>
1-2b	<p>General Electronic Mail Messages All electronic mail messages not included in 1-2a</p>	<p>Temporary – Close at the end of each Congress Destroy seven years after closure or when no longer needed, whichever is later</p>

	Type of Record	Archiving Practice
Background for Products		
1-3a	Director's Product Files Materials pertaining to CBO's analytic products, including the Director's calendar, the Director's correspondence, speech files (including invitation letters), and published statements	Permanent – Transfer electronic snapshot of records generated during a Congress to the Legislative Archives after the end of such Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer <i>Note Access to records is restricted for 30 years after transfer to the Legislative Archives</i>
1-3b	General Product Files Interagency correspondence, reference materials, briefing materials, internal memorandums, drafts, revisions, and related items maintained by an employee for his or her own use	Temporary – Close at the end of each Congress Destroy three years after closure or when no longer needed, whichever is later
1-3c	General Counsel Product Files Legal work relating to CBO's analytic products, including work interpreting applicable statutes, analyzing proposed legislation, and evaluating scorekeeping, budget, and other program issues	Permanent – Transfer electronic snapshot of records generated during a Congress to the Legislative Archives after the end of such Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer <i>Note Access to records is restricted for 30 years after transfer to the Legislative Archives</i>
Analysis for Products		
1-4	Files Dealing with Cost Estimates and Scorekeeping, including copies of the final products and background information gathered in the process of developing such products	Temporary – Close at the end of each Congress Destroy electronic files 12 years after closure or when no longer needed, whichever is later Transfer hard copy files to the Washington National Records Center 4 years after closure, and destroy 12 years after closure

	Type of Record	Archiving Practice
Analysis for Products (Continued)		
1-5a	<p>Essential Versions of Models and Analytic Files Generated by CBO Staff and Used for Analyses That Result in CBO Products Models, documentation of models, and analytic files, examples of such files include CBO's Economic Forecast and output from the Budget Analysis Data System</p> <p><i>Note These files document the agency's essential functions, policies, decisions, or transactions Models and analytic files do not include data Data do not constitute a model, and CBO models using restricted data are stripped of all data when they are transferred as records</i></p>	<p>Permanent – Transfer electronic snapshot of records generated during a Congress to the Legislative Archives after the end of such Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer</p> <p><i>Note Access to records is restricted for 30 years after transfer to the Legislative Archives</i></p>
1-5b	<p>Nonessential Versions of Models and Analytic Files Work-in-progress versions and versions whose use does not result in a CBO product</p> <p><i>Note These files do not document the agency's essential functions, policies, decisions, or transactions</i></p>	<p>Temporary – Close at the end of each Congress Destroy three years after closure or when no longer needed, whichever is later</p>
Materials Related to Advisers		
1-6	<p>Panels of Advisers Product Files Lists of members, materials related to appointments and terminations, agendas, and attachments</p>	<p>Permanent – Transfer electronic snapshot of records generated during a Congress to the Legislative Archives after the end of such Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer</p> <p><i>Note Access to records is restricted for 30 years after transfer to the Legislative Archives</i></p>

CBO's Operation and Administration

	Type of Record	Archiving Practice
	General Administration	
2-1	CBO's Administrative Manual, Other Policies, and Related Internal Memorandums	<p>Permanent – Transfer electronic snapshot of the relevant portion of the intranet to the Legislative Archives after the end of each Congress following 36 CFR 1235, subpart C, and guidance from NARA at the time of transfer</p> <p><i>Note Access to records is restricted for 30 years after transfer to the Legislative Archives</i></p>
2-2	Administrative and Correspondence Files Related to Internal Administration Materials related to office organization, CBO's intranet, staffing information, information related to administrative services, and workload reports	Temporary – Close after the end of the fiscal year Destroy three years after closure or when no longer needed, whichever is later
2-3	Ethics Files Financial disclosure statements, certifications of the completion of required ethics training, guidance on ethics from the Office of the General Counsel, and final decisions by the CBO Ethics Committee	Temporary – Close after the end of each Congress Destroy seven years after closure or when no longer needed, whichever is later