

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 CONGRESSIONAL BUDGET OFFICE

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 MARK DESAUTELS

5. TELEPHONE  
 226-2600

**LEAVE BLANK (NARA use only)**

JOB NUMBER *NI-520-96-1*

DATE RECEIVED *4-4-96*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *5-27-97* ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

**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 *4-4-96* SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* TITLE Director, OIGR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	- Please see attached pages -		

## TAX ANALYSIS DIVISION

Forecasts and analyses of tax receipts, distribution, and tax expenditures.

### 1. TAX MODEL

#### a. Tax Analysis Data Files

Data files created by users for tax analysis and budget forecasting. These files contain supporting data for published and unpublished outputs, including semi-annual reports on the budget and ad hoc studies and supplement the documentation of the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office.

TEMPORARY. Delete data when no longer needed for current agency business.

#### b. Tax Analysis Documentation and Supplementary Data Files

Documentation includes, but is not limited to, user manuals, system descriptions, record layouts/file structure and codes for each data file. When available, the documentation for each data file includes any additional information about the content of the data file and/or the context in which the data file was created. Supplementary Data Files include, but are not limited to, lookup tables, specification tables, and partitioned data sets containing macros or programs for manipulating data.

TEMPORARY. Destroy or delete when no longer needed for agency business.