

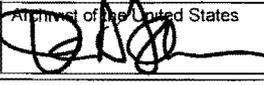
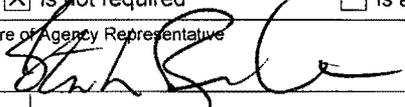
ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

ITEM	STATUS	WHY INACTIVE
1-1A	Active (P)	
1-1B	Active (P)	
1-2A	Inactive (P)	Superseded by GRS-6-1.010. (DAA-GRS-2022-0006-0001. Also see Capstone form GRS-6-1-0520-2023-0001, revised 12/2022
1-2B	Inactive (T)	Superseded by GRS-6-1.011 or .012 as appropriate. (DAA-GRS-2022-0006-0002 or DAA-GRS-2022-0006-0003). Also see Capstone form GRS-6-1-0520-2023-0001, revised 12/2022
1-3A	Active (P)	
1-3B	Active (P)	
1-3C	Active (T)	
1-4	Active (T)	
1-5A	Active (P)	
1-5B	Active (T)	
1-6	Active (P)	
2-1	Active (P)	
2-2	Active (T)	
2-3	Active (T)	

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-520-12-1	Date Received 7/12/12
1 From (Agency or establishment) Congressional Budget Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 Major Subdivision			
3 Minor Subdivision		Date 29 NOV 12	Approved by the United States 
4 Name of Person with whom to confer Stephen Rentner	5 Telephone (include area code) 202-226-2694		
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

Chapter	Schedule N1-520-95-1	2012 Revision Reference	Comments
1	<i>Records Common to Most CBO Offices</i>		
1-1	Administrative Database	GRS 20	
1-2	Calendars and Appointment Books	GRS 23	
1-3	CBO Publications	Nonrecord	
1-4	Chronological Correspondence File	Nonrecord	
1-5	Committee and Conference File	GRS 16	
1-6	Contractor/Consultant File	Nonrecord	
1-7	Control and Tracking File	Nonrecord	
1-8	Controlled Correspondence	Nonrecord	
1-9	Directives and Administrative Issuances	Nonrecord	
1-10	Electronic Spreadsheets	GRS 20	
1-11	Electronic Mail Records	1-2b	
1-12	General Correspondence File	Nonrecord	
1-13	HIS Cost Outlay Statements	No longer generating	
1-14	Internship Application File	Nonrecord	
1-15	Mailing Lists	GRS	
1-16	Monthly Treasury Statements	Nonrecord	
1-17	Office Administrative File	GRS	
1-18	Personnel File	Nonrecord	
1-19a	Essential Data Files	1-5a	
1-19b	Non-Essential Data Files	1-5b	
1-20	Project Control File	GRS 16	
1-21	Reference Material	Nonrecord	
1-22	Resume File	Nonrecord	
1-23	Security Back-up File	Nonrecord	
1-24	Speech File	1-3a	
1-25	Suspense File	GRS 23	
1-26	Time and Attendance	Nonrecord	
1-27	Training File	GRS 1	
1-28	Travel File	GRS 9	
1-29	Word Processing File	Nonrecord	

2	<i>Office of the Director and Deputy Director</i>		
2-1	Controlled Correspondence	1-3a	
2-2	Chronological File	1-3a	
2-3	Controlled Correspondence and Tracking System	No longer generating	
2-4	Director's Telephone Message Log	No longer generating	
2-5	Director's Subject Files	1-3a	
2-6	Director's Speech File	1-3a	
2-7	Ethics Committee File	GRS 25	
2-8	Director's Appointment Book and Calendar	1-3a	
2-9	Director's Testimony File	1-3a	
2-10	Awards File	GRS 1	
2-11	Monthly Treasury Statement	1-1a	
2-12	Historical File Miscellany	No longer generating	
3	<i>Office of the General Counsel</i>		
3-1	Program Issue Files	1-3c	
3-2	Administrative Issues File	2-2	
3-3	Subject File	2-2	
4	<i>Office of Intergovernmental Relations</i>		This division was subsequently named Administration and Information Division, then Management, Business, and Information Services Division
4-1	Congressional Committee Correspondence	1-2a	
4-2b	Congressional Correspondence Series	1-2a	
4-3	Executive Branch Correspondence	1-3b	
4-4	Legislative Agency Correspondence	1-3b	
4-5	Congressional Correspondence Log	No longer generating	
4-6	Project Inventory Control System	No longer generating	
4-7	Project Inventory Control System Reports	No longer generating	
4-8a	Testimony File Record Set	1-1a	
4-8b	Testimony File CBO Testimony Procedures	No longer generating	
4-8c	Testimony File Testimony List	1-1a	

4-8d	Testimony File Chronological File	Nonrecord	
4-8e	Testimony File Testimony Tracking System	No longer generating	
4-9	General Internal CBO Correspondence	2-1	
4-10	OIGR Subject File	2-1, 2-2	"Procedural Guidelines" are now in 2-1, "Interagency coordination" are in 2-2, and this division no longer generates "Press contacts "
4-11	Personnel Administrative File	Nonrecord	
4-12	Clippings File	No longer generating	
4-13	Historical File Miscellany	No longer generating	
5	<i>Publication Services</i>		
5-1	CBO Studies and Papers	1-1a	
5-2	Mailing List Request Forms	GRS 13	
5-3	Routine Requests for CBO Reports, Studies and Publications	GRS 14	
5-4	Printing Requisition Orders	GRS 3	
6	<i>Personnel and Security</i>		This unit was subsequently named Office of Human Resources
6-1	Official Personnel Files	GRS 1	
6-2	Performance Reviews	GRS 1	
6-3	Vacancy Announcements	GRS 1	
6-4	Time and Attendance/Leave/Payroll/Salary History Records	GRS 2	
6-5	Employee Awards/Merit Increases	GRS 1	
6-6	Deductions, Allotments, and Electronic Fund Transfers	GRS 2	
6-7	Payroll Administration	GRS 2	
6-8	Retirement Files	GRS 2	
6-9	Staff and Salaries	GRS 1, 20	
6-10	Salary Review Book	GRS 2	
6-11	Personnel Correspondence File	GRS 1	
6-12	Personnel and Security Subject File	2-2	
6-13	Budget Briefing Background	GRS 5	
6-14	Security	GRS 18	

6-15	Consultants	GRS 3	
7	<i>Editorial and Production</i>		
7-1	Publications	Nonrecord	
7-2	Administration Correspondence Files	GRS 13	
7-3	Print Requisitions	GRS 3	
7-4	Project Files	GRS 13	
7-5	Job Log	GRS 13	
7-6	Graphics	1-1, 2-2	Graphics incorporated into CBO products are 1-1, graphics for internal use are 2-2
7-7	Production Budget File	2-2	
8	<i>Systems Development Research</i>		This unit was subsequently named Information Technology, then Information Resources Management and Technology Services Unit
8-1	Software Site Licenses, Warranties and Inventories	GRS 13	
8-2	Purchase Order/Requisitions/Contracts	Nonrecord	
8-3	Vendor Information	Nonrecord	
8-4	Resource Accounting System	No longer generating	
8-5	Systems Development and Research Subject Files	2-2	
8-6	Service Requests	GRS	
8-7	Assets Control	GRS 3	
8-8	Technical Reference File	Nonrecord	
8-9	Unit Chief Subject File	Nonrecord	
8-10	Systems Analyst Files	2-2	
9	<i>Budget and Finance</i>		
9-1	Budget Report Management and Information System	GRS 16	
9-2	Allocated Budget Tracking and Control System	GRS 16	
9-3	Budget Reports	GRS 5	
9-4	General Ledger Reports	GRS 5	
9-5	Schedule Payments File	GRS 6	
9-6	Expenditure File	GRS 16	

9-7	Vendor File	GRS 6	
9-8	Purchase Order File and Miscellaneous Obligations File	GRS 6	
9-9	Travel Orders and Vouchers	GRS 6	
9-10	Printing Requisitions	GRS 6	
9-11	Training File	GRS 1	
9-12	Personnel Action File	GRS 6	
9-13	Petty Cash Fund	GRS 6	
9-14	Record Storage Log	No longer generating	
9-15	Budget Request File	GRS 5	
9-16	Payroll Detail Listing Report	Nonrecord	
10	<i>Library</i>		
10-1	Library Resource Materials	Nonrecord	
10-2	Finding Aids/Indexes	No longer generating	
10-3	Purchase Order File	Nonrecord	
10-4	Vendor Information	Nonrecord	
10-5	Library Accounting File	Nonrecord	
10-6	Library Subject File	2-2	
10-7	Ceiling Report	2-2	
10-8	Clippings	No longer generating	
10-9	Library Correspondence	2-2	
10-10	Circulation	2-2	
10-11	Subscriptions	2-2	
11	<i>Administrative Services</i>		
11-1	Purchase Orders/Vendor Accounts	GRS 23	
11-2	Inventory/Asset Control	GRS 3	
11-3	Record Storage Log	No longer generating	
11-4	Subject File	2-2	
11-5	Mail Service Accounts	No longer generating	

12	<i>Budget Analysis Division</i>		
12-1a	Bill Estimates Tracking System (BETS) Data	1-5b	
12-1b1	BETS Printouts Official Copy	1-5a	
12-b2	BETS Printouts Back-up Copies	Nonrecord	
12-2	BETS Forms	GRS 20	
12-3a	Cost Estimates Official Copy	1-1a	
12-3b	Cost Estimates Backup Copy	Nonrecord	
12-3c	Cost Estimates Extra Copies	Nonrecord	
12-4	Cost Estimate Tracking System	GRS 20	
12-5	Informal Cost Estimates	1-2a	
12-6	Controlled Correspondence	2-2	
12-7	Briefing Materials/Testimony	Nonrecord	
12-8	CBO Reports and Studies	Nonrecord	
12-9a	Unpublished Reports Official Copy	1-1b	
12-9b	Unpublished Reports Office Copy	Nonrecord	
12-9c	Unpublished Reports Other Copies	Nonrecord	
12-10	Budget Analysis Division Subject File	2-2	
12-11	Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2
12-12	Deputy Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2
13	<i>BAD - Scorekeeping</i>		
13-1	Current Level Letters	1-2a	
13-2	OMB Letters	1-1a	
13-3	Budget Analysis Data System (BADs) Printouts	1-5a, 1-5b	Essential versions (background for products) are 1-5a, all other versions are 1-5b
13-4	Senate Appropriations Historical Data System	No longer generating	
13-5	Budget Amendments	1-3b	
13-6	Controlled Correspondence	Nonrecord	
13-7	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord
13-8	Scorekeeping Subject File	2-2	
13-9	Unit Chief Subject File	1-3b, 2-2 Nonrecord	

13-10	Analyst File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2
14	<i>BAD - Projections</i>		
14-1	Budget Analysis Data System (BADS) Printouts	1-5a, 1-5b	Essential versions (background for products) are 1-5a, all other versions are 1-5b
14-2a	Cost Estimates Official Copy	1-1a, 1-4	Official copy posted on CBO website is 1-1a, paper copy with additional background material is 1-4
14-2b	Cost Estimates Backup Copy	Nonrecord	
14-2c	Cost Estimates Extra Copies	Nonrecord	
14-3	Cost Estimate Tracking System	GRS 23	
14-4	Informal Cost Estimates	1-2a	
14-5	Controlled Correspondence	Nonrecord	
14-6	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord
14-7	CBO Reports and Studies	Nonrecord	
14-8a	Unpublished Reports Official Copy	1-1b Nonrecord	
14-8b	Unpublished Reports Office Copy	Nonrecord	
14-8c	Unpublished Reports Other Copies	Nonrecord	
14-9	Unit Chief Subject File	Nonrecord 1-3b, 2-2	
14-10	Analyst File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2
15	<i>BAD - Human Resources Cost Estimates</i>		This unit was subsequently named Income Security and Education Cost Estimates Unit
15-1a	Cost Estimates Official Copy	1-1a, 1-4	Official copy posted on CBO website is 1-1a, paper copy with additional background material is 1-4
15-1b	Cost Estimates Backup Copy	Nonrecord	
15-1c	Cost Estimates Extra Copies	Nonrecord	
15-2	Cost Estimate Tracking System	GRS 23	
15-3	Informal Cost Estimates	1-2a	
15-4	Controlled Correspondence	Nonrecord	

15-5	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord.
15-6	CBO Reports and Studies	Nonrecord	
15-7a	Unpublished Reports. Official Copy	1-1b	
15-7b	Unpublished Reports: Office Copy	Nonrecord	
15-7c	Unpublished Reports: Other Copies	Nonrecord	
15-8	Unit Chief Subject File	Nonrecord1-3b, 2-2	
15-9	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2
16	<i>BAD - Defense, International Affairs and Veterans Affairs Cost Estimates</i>		
16-1a	Cost Estimates: Official Copy	1-1a, 1-4	Official copy posted on CBO website is 1-1a; paper copy with additional background material is 1-4.
16-1b	Cost Estimates Backup Copy	Nonrecord	
16-1c	Cost Estimates Extra Copies	Nonrecord	
16-2	Cost Estimate Tracking System	GRS 23	
16-3	Informal Cost Estimates	1-2a	
16-4	Controlled Correspondence	Nonrecord	
16-5	Chronological File	Nonrecord	
16-6	Security File	Nonrecord	
16-7	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord.
16-8	CBO Reports and Studies	Nonrecord	
16-9a	Unpublished Reports. Official Copy	1-1b	
16-9b	Unpublished Reports: Office Copy	Nonrecord	
16-9c	Unpublished Reports Other Copies	Nonrecord	
16-10	Unit Chief Subject File	Nonrecord1-3b, 2-2	
16-11	Analyst File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2

17	<i>BAD - Natural and Physical Resources Cost Estimates</i>		
17-1a	Cost Estimates: Official Copy	1-1a, 1-4	Official copy posted on CBO website is 1-1a, paper copy with additional background material is 1-4.
17-1b	Cost Estimates: Backup Copy	Nonrecord	
17-1c	Cost Estimates: Extra Copies	Nonrecord	
17-2	Cost Estimates Log	GRS 23	
17-3	Informal Cost Estimates	1-2	
17-4	Controlled Correspondence	Nonrecord	
17-5	Chronological Correspondence Binder	Nonrecord	
17-6	Documentation File	GRS	
17-7	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord
17-8	CBO Reports and Studies	Nonrecord	
17-9a	Unpublished Reports: Official Copy	1-1b Nonrecord	
17-9b	Unpublished Reports: Office Copy	Nonrecord	
17-9c	Unpublished Reports: Other Copies	Nonrecord	
17-10	Unit Chief Subject File	1-3b, 2-2 Nonrecord	
17-11	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2
18	<i>BAD - Information Systems</i>		This unit was combined with the Projections Unit.
18-1a1	Budget Analysis Data System (BADS). Budget Data Files	1-5a	
18-1a2	Budget Analysis Data System (BADS). Budget Data Files	1-5b	
18-1b	BADS Documentation	GRS 20	
18-2	Bill Index and Titling System (BITS)	No longer generating	
18-3	Report Tracking and Submission System	No longer generating	
18-4	Legislative Classification System	2-2	
18-5	Inventory/Index	2-2	
18-6	Production Notebook	2-2	
18-7	Electronic Systems File	GRS 20	
18-8	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord

18-9	Unit Chief Subject File	1-3b, 2-2Nonrecord	
18-10	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2.
19	<i>BAD – Health Cost Estimates</i>		This unit was split into the Health Systems and Medicare Cost Estimates Unit and the Low-Income Health Programs and Prescription Drugs Cost Estimates Unit.
19-1a	Cost Estimates Official Copy	1-1a, 1-4	Official copy posted on CBO website is 1-1a; paper copy with additional background material is 1-4.
19-1b	Cost Estimates. Backup Copy	Nonrecord	
19-1c	Cost Estimates: Extra Copies	Nonrecord	
19-2	Cost Estimate Tracking System	1-4	
19-3	Informal Cost Estimates	1-2a	
19-4	Controlled Correspondence	Nonrecord	
19-5	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord
19-6	CBO Reports and Studies	Nonrecord	
19-7a	Unpublished Reports: Official Copy	1-1b	
19-7b	Unpublished Reports Office Copy	Nonrecord	
19-7c	Unpublished Reports: Other Copies	Nonrecord	
19-8	Unit Chief Subject File	1-3b, 2-2Nonrecord	
19-9	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2.
20	<i>BAD – State and Local Government Cost Estimates</i>		
20-1a	Cost Estimates: Official Copy	1-1a, 1-4	Official copy posted on CBO website is 1-1a; paper copy with additional background material is 1-4.
20-1b	Cost Estimates. Backup Copy	Nonrecord	
20-1c	Cost Estimates. Extra Copies	Nonrecord	
20-2	Cost Estimate Tracking System	1-4	

20-3	Informal Cost Estimates	1-2a	
20-4	Controlled Correspondence	Nonrecord	
20-5	Chronological Correspondence Binder	Nonrecord	
20-6	Documentation File	GRS	
20-7	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord.
20-8	CBO Reports and Studies	Nonrecord	
20-9a	Unpublished Reports Official Copy	1-1b	
20-9b	Unpublished Reports: Office Copy	Nonrecord	
20-9c	Unpublished Reports: Other Copies	Nonrecord	
20-10	Unit Chief Subject File	Nonrecord1-3b, 2-2	
20-11	Analyst File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2
21	<i>Macroeconomic Analysis Division</i>		
21-1a	CBO Economic Forecast: Essential Version	1-5a	
21-1b	CBO Economic Forecast: Non-Essential Versions	1-5b	
21-2a	Panel of Economic Advisors Administration	2-2	
21-2b	Panel of Economic Advisors: Membership	1-6	
21-2c	Panel of Economic Advisors Chronological File	1-6	
21-3	Project Background File	2-2	
21-4	Chronological File	2-2	
21-5	Controlled Correspondence	Nonrecord	
21-6	Briefing Materials/Testimony	Nonrecord	
21-7	CBO Reports and Studies	Nonrecord	
21-8a	Unpublished Reports: Official Copy	1-1b	
21-8b	Unpublished Reports: Office Copy	Nonrecord	
21-8c	Unpublished Reports: Other Copies	Nonrecord	
21-9	Press Releases	Nonrecord	
21-10	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord.
21-11	Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2
21-12	Unit Chief Subject File	Nonrecord1-3b, 2-2	
21-13	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for

			administration is 2-2.
22	<i>Tax Analysis Division</i>		
22-1			22-1 was withdrawn
22-2	Tax Model Reports	1-5a	
22-3	CBO Reports and Studies	Nonrecord	
22-4a	Unpublished Reports: Official Copy	1-1b	
22-4b	Unpublished Reports: Office Copy	Nonrecord	
22-4c	Unpublished Reports: Other Copies	Nonrecord	
22-5	Baseline Reports	1-1b	
22-6	Distribution Tables	1-5a	
22-7	Briefing Materials/Testimony	Nonrecord	
22-8	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2.
22-9	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord
22-10	Tax Analysis Subject File	2-2	
22-11	Informal Estimates	1-2a	
22-12	Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2.
22-13	Deputy Assistant Director Subject File	Nonrecord1-3b, 2-2	
22-14	Clippings File	Nonrecord1-3b, 2-2	
23	<i>Natural Resources and Commerce Division</i>		This division was subsequently named Microeconomic Studies Division.
23-1	Project File	2-2	
23-2	Briefing Materials	Nonrecord	
23-3	Testimony/Briefing Materials	Nonrecord	
23-4	Briefing Materials for Conferences	2-2	
23-5	Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2.
23-6	Unit Chief Subject File	Nonrecord1-3b, 2-2	
23-7	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2

23-8	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord.
24	<i>Health and Human Resources Division</i>		This division was subsequently named the Health, Retirement, and Long-Term Analysis Division.
24-1a1	Data Systems: Datafiles, essential version	1-5a	
24-1a2	Data Systems. Datafiles, non-essential versions	1-5b	
24-1b	Data Systems Documentation for data files	GRS 20	
24-1c	Data Systems: Supplementary data files	1-5a	
24-1d	Data Systems Documentation for supplementary data files	GRS 20	
24-2	Analysis Runs	2-2	
24-3	CBO Reports and Studies	Nonrecord	
24-4a	Unpublished Reports: Official Copy	1-1b	
24-4b	Unpublished Reports: Office Copy	Nonrecord	
24-4c	Unpublished Reports: Other Copies	Nonrecord	
24-5	Testimony File	Nonrecord	
24-6	Chronological File	2-2	
24-7	Expert Panel Meetings	1-6	
24-8	Briefing Books	Nonrecord	
24-9	Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2
24-10	Deputy Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2.
24-11	Unit Chief Subject File	Nonrecord 1-3b, 2-2	
24-12	Analyst File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2.
24-13	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord.
25	<i>National Security Division</i>		
25-1	Security	GRS 18	
25-2	Briefing Materials/Testimony	Nonrecord	
25-3a	Unpublished Reports: Official Copy	1-1b	
25-3b	Unpublished Reports: Office Copy	Nonrecord	

25-3c	Unpublished Reports: Other Copies	Nonrecord	
25-4	Completed Projects	Nonrecord	
25-5	Assistant Director Subject File	2-2	Background for products is 1-3b; background for administration is 2-2
25-6	Deputy Assistant Director Subject File	2-2	Background for products is 1-3b, background for administration is 2-2
25-7	Work In Progress	2-2	
25-8	National Security Division Subject File	2-2	
25-9	Analyst File	1-3b, 2-2	Background for products is 1-3b, background for administration is 2-2.
26	<i>Special Studies Division</i>		This division was merged into what is now the Microeconomic Studies Division
26-1	Special Studies Subject File	2-2	
26-2	CBO Reports and Studies	Nonrecord	
26-3	Reports and Studies Working File	Nonrecord	
26-4a	Unpublished Reports: Official Copy	1-1b	
26-4b	Unpublished Reports: Office Copy	Nonrecord	
26-4c	Unpublished Reports: Other Copies	Nonrecord	
26-5	Cover Sheets for CBO Testimony	2-2	
26-6	Briefing Materials/Testimony	Nonrecord	
26-7	Individual Special Studies Staff Files	Nonrecord	
26-8	Weekly Update of Special Studies Division Papers	2-2	
26-9	Assistant Director Subject File	1-3b, 2-2	Background for products is 1-3b; background for administration is 2-2.
26-10	Deputy Assistant Director Subject File	Nonrecord 1-3b, 2-21-3b, 2-2	
26-11	Analyst File	1-3b, 2-21-3b, 2-2	Background for products is 1-3b, background for administration is 2-2
26-12	Technical Reference File	1-5b, nonrecord	"Reference material" is nonrecord