

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
 OFFICE OF ECONOMIC OPPORTUNITY

2. MAJOR SUBDIVISION  
 OFFICE OF ADMINISTRATION

3. MINOR SUBDIVISION  
 SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 BRENT PEABODY *J. Cieslowski* 5. TEL. EXT. *5360*  
 254-5047

LEAVE BLANK	
DATE RECEIVED <b>APR 9 - 1973</b>	JOB NO.
DATE APPROVED	<b>NN-173-210</b>
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
DATE	ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

*April 6, 1973* (Date) *J. Cieslowski* (Signature of Agency Representative) Records Management Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1630.1	<p>AMENDMENT TO NN-170-107                      (Approved November 3, 1970)                      We are in the process of closing the Systems Division and would appreciate your consideration in revising the retention period for the following records as indicated:</p> <p>1600 MANAGEMENT PROGRAM RECORDS</p> <p><u>Systems Project Files</u>. Case files created as a result of the development installation and operation of all systems for OEO activities and other activities financed under the Economic Opportunity Act, including the request for systems work, the final report, and action taken as a result of the report.</p> <p>Retention standard: (a) Headquarters office conducting the systems project. Destroy after 12 years. Retire to Federal Records Center 3 years after case is completed or closed.</p> <p>(b) Other offices. Destroy when no longer needed.</p> <p><i>I scanned Acc. 381-73-59 (copy attached). JSC</i></p>	<p>Samples were previously viewed at agency.</p>	

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

LEAVE BLANK	
DATE RECEIVED <b>APR 9 1970</b>	JOB NO. <b>NN-170-107</b>
DATE APPROVED <b>11-2-70</b>	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
DATE <b>11-3-70</b>	SIGNATURE <i>James B. Phelan</i> ARCHIVIST OF THE UNITED STATES

1. FROM (AGENCY OR ESTABLISHMENT)  
Office of Economic Opportunity

2. MAJOR SUBDIVISION  
Office of Administration

3. MINOR SUBDIVISION  
Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Bettie S. Holden

5. TEL. EXT.  
128 x3272

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

4/8/70 (Date) *Bettie S. Holden* (Signature of Agency Representative) Records Management Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>1630.1</u>	<b>1600 MANAGEMENT PROGRAM RECORDS</b>		
<u>1600.5</u>	<b>Systems Project Files.</b> Case files created as a result of the development, installation and operation of all systems for OEO activities and other activities financed under the Economic Opportunity Act, including the request for systems work; the final report, and action taken as a result of the report.  Retention standard: (a) Headquarters office conducting the systems project. <u>Permanent</u> . Retire to Federal Records Center three years after case is completed or closed.  (b) Other offices. Destroy when no longer needed.	<i>sample reviewed at agency</i>	<i>1620.5</i>
<u>1630.2</u>	<b>Systems Project Working Papers.</b> Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to systems studies.  Retention standard. <u>Temporary</u> . Destroy six months after final action on final report or ;three years after completion of final report if no final action is taken.	<i>sample reviewed at agency</i>	<i>1620.5</i>

*\*see page 35  
 OEO 104 staff Inst  
 1620-1 dated 6/15/70*

STANDARD FORM 135  
JULY 1951 EDITION  
GENERAL SERVICES ADMINISTRATION  
PROPERTY CONTROL

**RECORDS TRANSMITTAL  
AND RECEIPT**

**TO BE COMPLETED AT FEDERAL RECORDS CENTER**

ACCESSION NO. 381-73-59	RECORD GROUP NO.
SIGNATURE	
DATE RECORDS RECEIVED	
TITLE	

**INSTRUCTIONS**  
Send original and two copies to appropriate Federal Records Center.

FROM: *Name and address of Agency transferring records*  
**OFFICE OF ECONOMIC OPPORTUNITY**  
1200 19TH STREET, NW  
WASHINGTON, D. C.

TO: **Federal Records Center, GSA**  
**WASHINGTON NATIONAL RECORDS CENTER, GSA**  
**WASHINGTON, D. C. 20409 (STOP 386)**

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY. **RESTRICTED TO AGENCY CUSTODIAN AND/OR RECORDS MANAGEMENT OFFICER**

2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. SQUARE FEET OF RECORDS TRANSFERRED <b>20</b>
A. OFFICE <b>40</b>	B. STORAGE	A. FILE CABINETS (No.) <b>5</b>	B. TRANS. FILES (No.) <b>2</b>	C. SHELVING (Lin. Ft.)	
5. NAME OF AGENCY CUSTODIAN OF RECORDS <b>E. Peabody, A/MS</b>			6. BUILDING AND ROOM NO. <b>Please return lists to W. Proctor Rm B-448</b>		7. TELEPHONE NO. <b>254-5418</b>
8. WILL THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					

9. AGENCY OFFICIAL (Signature) *J. B. Cieslowski* **J. B. CIESLowski** 10. TITLE **RECORDS MANAGEMENT OFFICER** 11. DATE **April 5, 1973**

12. BOX NUMBERS FIC ONLY AGENCY	13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)	14. DISPOSAL AUTHORITY (Schedule and Item No.)
	<p><u>SYSTEMS DIVISION, OFFICE OF ADMINISTRATION</u></p> <p>1. MANAGEMENT SUMMARY OF ANTI-POVERTY, September 1965  MANAGEMENT SUMMARY OF ANTI-POVERTY, February 1966  MANAGEMENT SUMMARY OF ANTI-POVERTY, June 1966  MANAGEMENT SUMMARY OF ANTI-POVERTY, October 1966  MANAGEMENT SUMMARY OF ANTI-POVERTY, May 1967  MANAGEMENT SUMMARY OF ANTI-POVERTY, October 1967  ORGANIZATION MANUAL, October 1965  ORGANIZATION MANUAL, May 1966  FINANCIAL MANAGEMENT TASK FORCE 1,2,3</p> <p>2. Proj 5 - Report to Census &amp; Statistic Comm.  Proj 6 - Report re Reorganization Act  Proj 29 - Labor Dept. memo on Regional Boundaries  Proj 53 - Correspondence from Labor Welfare Subcomm.  Proj 65 - Charts for Congressional Appropriations Hearing, 1965  Proj 66 - Reduction in Travel Costs  Proj 69 - Congressional Questions and Answers 1965  Proj 84 - OEO Organization Manual 1965  Proj 87 - OEO Regional Alignment  Proj 110 - Washington/Regional Relationships  Proj 116 - CAP Grant Study Retention  Proj 125 - OEO need for In-House Distribution Shop  Proj 171 - Transfer of Personnel Slots  Proj 174 - Control of Travel Costs  Proj 179 - Advisory Comm. on Intergovernmental Relations  Proj 193 - OEO Annual Report, 1965  Proj 211 - Reorganization of Congressional Relations</p>	<p><b>SM/1620-1/1600</b> <b>(NW 170-107)</b></p> <p><i>(Reduction from Perm. to 12 years suggested to NARS. JSE)</i></p> <p><b>DIST:</b>  <b>3 WNRC</b>  <b>1-B. Peabody</b>  <b>1-E. King</b>  <b>1-A. Mann</b>  <b>1-G. McDaniel</b>  <b>2-File</b></p>

RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)

AGENCY

Office of Economic  
Opportunity

DATE

April 5, 1973

FOIA NUMBERS

FEC ONLY

AGENCY

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

2. Proj 240 - Community Representatives Advisory Council
- Proj 261 - OEO Witness Supporting Book
- Proj 263 - Hearings on Paper Work
- Proj 281 - Control on Graphic Art Section
- Proj 288 - Update of U.S. Gov't Organization Manual  
1968
- Proj 322 - Logistical Support for CRAC 1966
- Proj 325 - Switch to ARS (from TWX)
- Proj 327 - Study of VISTA Operations
- Proj 329 - Regional Office Distribution Center  
Activity
- Proj 344 - Witness Fact Book for Senate Subcomm. 1966
- Proj 350 - Utilization of Youth Fares
- Proj 354 - Staffing Reduction
- Proj 364 - Rebuttal to House Educ. Labor Subcomm 1966
- Proj 375 - Jurisdictional Offshore Territories
- Proj 381 - OEO Management Survey Report
- Proj 392 - Control of Paid Overtime
- Proj 407 - Centralization of Mail Room Functions
- Proj 426 - Federal Assistance Programs in Conjunction  
with BOB

3. Cost Reduction Report #1 - 1966
- Cost Reduction Report #2 - 1967
- Cost Reduction Report #3 - 1968
- Cost Reduction Report #4 - 1968
- Cost Reduction Report #5 - 1969

FY73

Misc. Baltimore Regional Rapid Transit (Draft  
environmental statement fm DOT)

Misc. Financial Management Problems for Interagency  
Solving (Report to GAO)

Misc. State & Local Gov't Management Improvement  
(Report to Pres. Adv. Council)

Management Review & Improvement Program - 1972

General Correspondence - 1973

4. Civil Service Commission
- Comments on Draft Instructions
- Commission on C.R.L.A.
- Contracts Information Data System
- Cost/Reduction - 1971
- Delegation of Authority
- Directives
- Federal Management Conference
- Federal Project Report
- General Counsel, Office of  
Indians and Migrants

RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)

AGENCY  
Office of Economic  
Opportunity

DATE  
April 5

BDA NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
		<p>4. Kansas City Proposal  Legal Services  Mail Improvement  Management Improvement Program, Oct. 1971  Management Information Systems (VISTA)  Manpower &amp; Personnel Integrated Payroll  Manpower &amp; Property (General)  NASA Survey of Procurement Division  Operational Planning System  Operations Proposal  Overtime Usage  Program Activity Reporting  Procurement Contracts Retrieval &amp; Storage  Property (General)  Property Manual  Reorganization  SEOO Evaluation  Survey of OEO Library  Task Force  U.S. Government Organization Manual 3/71  Vehicle Management  Vehicle Management Policy  VISTA - General  VISTA - Study</p> <p>5. OO ADMINISTRATION  Administration - 10 Personnel  Administration - 20 Procurement Management  Administration - 30 Property Management  Administration - 40 Financial Management  Administration - 50 Charts  Administration - 60 Organization &amp; Staffing  Administration - 70 Records Management  OEO - IC Regional System Study  Administration - 70 Records Management (Region 1)  Administration - 70 Records Management (Reg. 6)  LOGS Of Material Received from NARS Representatives  in Regions  500 Charts - Administration - General  500 Charts - Administration - Region 1  CAP Headquarters - Financial Management System  (Headquarters Allotment)  VISTA - Recruiting - Citizen Corp Chart  VISTA - Recruiting - Summer - Charts  VISTA - Computer Reports Used in Regions  VISTA  VISTA - Volunteer Supervision  VISTA - Placement in Training  VISTA - Training  VISTA - Volunteer Evaluation</p>	

RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)

AGENCY

Office of Economic  
Opportunity

DATE

April 5, 1973

BOX NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

FRC ONLY

AGENCY

5. VISTA - Project Evaluation  
VISTA - Project Development  
VISTA - Financial Management  
VISTA - Volunteer Financial Support  
VISTA - Project Development Chart - Reg. 6  
VISTA - Project Development Chart - Reg. 7  
VISTA - Region 7 - FORMS  
VISTA - Volunteer Support - Charts  
VISTA - Region 3 - Atlanta - Instruction Manual  
VISTA - Project Development/Volunteer - Training/  
Volunteer Support - FORMS  
VISTA - Reports Inventory - Reg. 6  
VISTA - Citizens Corps
6. VISTA - Miscellaneous  
VISTA - Project Development Chart - Org.  
VISTA - Project Development Chart - Reg. 1  
VISTA - Project Development Chart - Reg. 2  
VISTA - Project Development Chart - Reg. 3  
VISTA - Project Development Chart - Reg. 4  
VISTA - Project Development Chart - Reg. 5  
VISTA - Selection  
VISTA - Volunteer Support - Reg. Svcs Hdqs.  
VISTA - Regional Staff Organization  
VISTA - Correspondence Sample from K.C.  
VISTA - Recruiting - Regular Chart  
600 Organization and Management  
VISTA - Application Processing  
VISTA - NARS Findings and Conclusions  
VISTA - Recruiting  
500 Charts - Silver Spring Output To Regions  
500 Charts - CAP REPORT MATRICES  
500 Charts - ADMINISTRATION - Region 6  
500 Charts - ADMINISTRATION - Region 7  
500 Charts - Analysis of Regional Organization  
500 Charts - Grant Process, Status Bd. --Atlanta  
500 Charts - Miscellaneous  
OEO Programs - Weekly National Summary - Community  
Action  
Grantee Reporting Manual - The CAP Mis -  
Management Information Reporting by Community Action  
Agencies  
1 Day's TWX of Signings & Releases - All Regions  
500 Charts - CAP Grant Processing (Kincel's Originals)  
500 Charts - Budget & Financial Control Charts  
500 Charts - Financial Control of CAP Grants  
500 Charts - Floor Plans - Regional Offices  
500 Charts - Isometric Office Layouts

EC NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

FRC ONLY

AGENCY

7

500 Charts - CAP Grant Processing - Reg. 2  
 500 Charts - Administration - Region 5  
 500 Charts - Administration - Region 4  
 500 Charts - Administration - Region 3  
 500 Charts - Administration - Region 2  
 500 Charts - CAP Grant Processing - Reg. 3  
 500 Charts - CAP Grant Processing - Reg. 4  
 500 Charts - CAP Grant Processing - Reg. 5  
 500 Charts - CAP Grant Processing - Reg. 6  
 500 Charts - CAP Grant Processing - Reg. 7  
 HQ Special Field Program - Migrant  
 Cong Releases - Hdqtrs - Cong. Affairs  
 HQ Upward Bound  
 HQ Headstart  
 HQ Training & Technical Assistance  
 HQ Comprehensive Health  
 HQ Research & Pilot Programs  
 HQ General ( Neighborhood Service Program and Legal  
 Services)  
 HQ Special Field Program - Territories  
 HQ Special Field Program - Indian  
 CAP-15 Logic Models  
 Project "A" File  
 Sample Data  
 000 Pre-Review & Grant Funding Processes - Region 3  
 000 Pre-Review & Grant Funding Processes (except  
 Region 3)  
 000 Pre-Review & Grant Funding Processes 010 Planning  
 000 Pre-Review & Grant Funding Processes 030 Instruc-  
 tions  
 000 Pre-Review & Grant Funding Processes 050 REPORTS  
 000 Pre-Review & Grant Funding Processes 060 CONTROLS  
 100 Pre-Review Process - 110 Planning  
 100 Pre-Review Process - 140 FORMS  
 100 Pre-Review Process - 160 CONTROLS  
 200 Grant Funding Process  
 200 Grant Funding Process - 210 Planning  
 200 Grant Funding Process - 220 Procedures  
 200 Grant Funding Process - 230 Instructions  
 200 Grant Funding Process - 240 FORMS  
 VISTA - Project Placement  
 VISTA - Community Volunteers  
 VISTA - Vol. Literature from Region  
 VISTA - Citizens Corps  
 VISTA - Regional Office Matrix  
 200 Grant Funding Process - 250 Reports  
 200 Grant Funding Process - 260 Controls  
 300 Evaluation - 310 Planning  
 300 Evaluation - 320 Procedures  
 300 Evaluation - 330 Instructions

RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)

AGENCY

Office of Economic  
Opportunity

DATE

April 5, 1973

REC. NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

FAC ONLY

AGENCY

- | FAC ONLY | AGENCY | DESCRIPTION OF RECORDS WITH INCLUSIVE DATES   | DISPOSAL AUTHORITY |
|----------|--------|---|--------------------|
|          |        | <p>7. 300 Evaluation - 340 Forms<br/>300 Evaluation - 350 Reports - Headquarters</p>  |                    |
|          |        | <p>8. 300 Evaluation - 350 Reports - Region 2<br/>300 Evaluation - 350 Reports - Region 3<br/>300 Evaluation - 350 Reports - Region 6<br/>300 Evaluation - 350 Reports - Region 5<br/>300 Evaluation - 350 Reports - Region 7<br/>300 Evaluation - 360 Controls<br/>400 Budget and Financial Management 450 Reports<br/>400 Budget and Financial Management - 460 Controls<br/>Administration - 40 Financial Management (Hdqs)<br/>400 Budget and Financial Management<br/>400 Budget and Financial Management - 410 Planning<br/>400 Budget and Financial Management - 420 Procedures<br/>400 Budget and Financial Management - 430 Instructions<br/>400 Budget and Financial Management - 440 Forms<br/>800 CAA Records<br/>700 Forms</p>       |                    |
|          |        | <p>9. Adams Systems<br/>"ADP"<br/>Catalog of Federal Domestic Assistance<br/>Computer Usage by Grantees<br/>Correspondence - Congressional<br/>Correspondence - General<br/>(FACS) Federal Aid Control System<br/>Information System - Interagency Program<br/>PARCC - Interagency Program<br/>PFAEHLER - Computer Center<br/>PFAEHLER - Day Care System<br/>Private Sector Management System<br/>Standards - Federal Information Processing<br/>Systems Division - Project Controls<br/>FAR 3rd Year Plan<br/>OEO/IC - Yellow Copy File - Apr.-Oct. 1969<br/>OEO/IC - Yellow Copy File - Jan.-Mar. 1969<br/>OEO/IC - Yellow Copy File - Oct.-Dec. 1968<br/>OEO/IC - Yellow Copy File - Feb.-Sept. 1968<br/>PROGRAM MANAGEMENT SYSTEMS BRANCH</p> |                    |
|          |        | <p>10. A. BRANCH ADMINISTRATIVE<br/>A.1 Chronological File -- 1969<br/>A.2 &amp; 2A Chronological File -- 1970<br/>A.3 &amp; 3A Chronological File -- 1971<br/>A.4 Chronological File -- Director Systems<br/>B. PROJECT FILES -- Active<br/>B.1 Checkpoint Coordination &amp; Proposal Form 394<br/>(Comments from SEOO's &amp; RO's Matrix)<br/>B.2 Grant Processing Measurement and Monitoring<br/>B.3 Grants Processing Time-OMB<br/>B.4 OEO-CAA-MIS (#1 &amp; #2)<br/>B.5 OPD/Day Care/OCD-MIS</p>   |                    |

STANDARD FORM 135-A  
JULY 1961 EDITION  
GENERAL SERVICES ADMIN  
FPMR (41 CFR) 101-11.4

**RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)**

AGENCY

Office of Economic  
Opportunity

DATE

April 5, 1973

BOX NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

**FRC ONLY**

AGENCY

- | BOX NUMBERS     | DESCRIPTION OF RECORDS WITH INCLUSIVE DATES   | DISPOSAL AUTHORITY |
|-----------------|---|--------------------|
| <b>FRC ONLY</b> |   |                    |
| 11.             | B.4 OEO-CAA-MIS #3<br>B.6 Property Management<br>B.7 Regional Data Processing Network<br>B.8 Regional Office Tuneup #1<br>B.8a Regional Office Tuneup #2<br>B.9 Training General<br>B.10 Revision of CAP Form 14<br>B.11 Sec. 22/232 Headquarters Health<br>B.12 Section 151 Special Impact<br>B.13 Section 232 R&D<br>B.14 Comments--R&D Application Procedure   |                    |
| 12.             | B.15 Program Year Funding Procedures<br>B.16 Grant Application Procedures (Concurrences)<br>B.17 State (SEOC) Clearance<br>B.18 FY 71 Year End Grant Processing<br>B.19 Status Report for Grant Actions in Process<br>B.20 Applicability of OEO Directives<br>B.21 Grants Management Office<br>B.22 Highlight/Eligibility/Grant Brief Documents #1<br>B.22a Highlight/Eligibility/Grant Brief Documents #2<br>B.23 Training OEO Employees in Grant Application Process  |                    |
| 13.             | B.24 Procedures re SEOC Grant Objections/Governor's Vetoes<br>B.25 R&D GAP - OPD Drafts (3/19/71) Concurrence/Comments<br>B.26 Chronology of GAP R&D Projects #1<br>B.26a Chronology of GAP R&D Projects #2<br>B.26c Grant Application Instructions R&D<br>B.27 Planning-Programming-Budgeting System<br>B.28 Evaluation<br>B.29 Grantee Forms<br>B.30a Community Action Strategy - Task Force<br>B.30b Community Action Strategy - Task Force<br>B.30c Community Action Strategy - Task Force<br>B.31 Public CAAs<br>B.33 Inter-agency Committees Staff Participation<br>B.34 R&D Grant Application Process - Health Affairs<br>B.35 Regional Organization Structure<br>B.37 Science Info Exchange<br>B.39 Revision of IIIB Grant Application<br>B.40 Proposed Ford Amendment - Clearance of Rules & Regulations |                    |
| 14.             | C.5 Catalog of Federal Domestic Assistance (Submissions) #1, #2, #3<br>C.10 Non-Federal Share for Volunteered Service (Backup)<br>C.10b Comments on Volunteered Personal Services<br>C.11 Administration of Grants, Contracts & other Agreements with Educational Instit.   |                    |

RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)

AGENCY

Office of Economic  
Opportunity

DATE

April 5, 1973

BOB NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

FRC ONLY

AGENCY

- 14. C.13 OMBE Data System - Aid Minority Enterprise  
C.14 Proposed OMB Instructions
- 15. C.4 OMB Integrated Grant Administration (IGA) #1  
C.4a OMB Integrated Grant Administration (IGA) #2  
C.4b OMB Integrated Grant Administration (IGA) #3  
C.4c IGA Evaluations, Instructions, etc. #4  
C.7 Interagency Grant Matrix Task Group (OMB)  
C.7a OMB Cir A-102  
C.9 OMB Approval - GAP Forms (Grant Application)  
C.10 Non-Federal Share for Volunteered Service - OMB
- 16. C.1 BOB-A95 State Clearinghouse #1  
C.1a BOB-A-95 #2  
C.1b A95 Clearinghouse OMB  
C.2 BOB-A98 Notification to States of Grants-in-Aid  
Sub-A98 Reception Center List  
C.3 Computerization of SF 240 (BOB Circular A-98)  
C.6 FAR Status Reports
- 17. D.1 Assessment of Grant Application Process by SDC  
Nov. 1969 Under Contract B-99-4965 #1  
D.1a Assessment of Grant Application Process by SDC  
Nov. 1969 under Contract B-99-4965 #2  
D.2 Bell Green Par Proposal  
D.3 Conflict of Interest OEO Form 269  
D.4 Grantee Compliance with IRS Requirements  
D.5 T&TA Quarterly Inventory of T&TA Grants & Contracts  
D.6 Applying for a CAP Grant \$10,000 Salary Data  
D.7 Point of Obligation Mailing to Governor  
D.8 Establishing a CAA Board Member File  
D.9 OR&A (Operations) Grants Monitoring Project 8/70  
D.10 CAA (Community Action) Strategy - Issuances-Work  
Files  
D.11 Data Center Self-Supporting Accounting System  
D.12 Improved Administrative Procedures for Processing  
CAP Grants  
E.1 OEO Instructions & Comments  
- CAP Forms 7 & 8  
- Grant Application Processing (CAP) Congressional  
& Governmental Relations  
- GAP - General Counsel  
- GAP - Health Affairs  
- GAP - Indians  
- GAP - Legal Services  
- GAP - Migrants  
- GAP - Operations (OR&A)

RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)

AGENCY  
Office of Economic  
Opportunity

DATE  
April 5, 1973

EC NUMBERS  
FRC ONLY

AGENCY  
DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

- 18. B.29 Hjernevik Grants & Contracts - Task Force  
B.41 Veterans Assistance  
A.8 Memorandum of Agreement Between Action and  
Office of Economic Opportunity  
B.36 General Conditions  
- Sub-Regional Study  
- On-Site Evaluation - Regional Processing CAP  
Grants 1969  
- Francis Lines (*pending appeal*)
- 19. GAP--Operating Plan  
GAP--Planning, Research & Evaluation  
GAP--Program Development  
GAP--Public Affairs  
GAP--Training and Technical Assistance  
GAP--Talent Bank  
GAP--FY 70 Year End Grant Processing - Chron.  
GAP--FY 70 Year End Grant Process Status Report  
to Deputy Director  
"Issuances Simplifying Grant and Financial Procedures"
- 20. C.8 Interagency Funding Test (OMB)  
JT FDG - OIC  
Staff Support Offices  
Indian Division  
Office of Program Development  
Planning, Research and Evaluation  
Comprehensive Health Services  
Emergency Food and Medical Services  
Family Planning  
Addiction & Mental Health Services  
Grant Making Process - Working Group Report  
Office of Program Development  
REPORT TASK FORCE ON GRANT PROCESSING - T&TA Division  
VISTA

ROUTING AND TRANSMITTAL SLIP		ACTION
1 TO (Name, office symbol or location)  I. PERLMAN, NARS	INITIALS	CIRCULATE
	DATE	COORDINATION
2	INITIALS	FILE
	DATE	INFORMATION
3 FROM: OFFICE OF ECONOMIC OPPORTUNITY, 1200 19TH STREET, NW (Rm B-451) WASHINGTON, D. C. 20506 (STOP 277)	INITIALS	NOTE AND RETURN
	DATE	PER CON- VERSION
4	INITIALS	SEE ME
	DATE	SIGNATURE

**REMARKS**

I believe the Systems Div. job we discussed and which you plan to transfer to Finster's department is 381-73-59.

You may wish to include 381-73-61 which deals with standardization of grants.

I don't think our schedule on FAR records (we, OEO, and other major agencies participated and all reported to OMB) has been completed (see 381-73-60). Each OEO regional office has some of the FAR papers too.

My staff manual 1620-1 (file number 1200.1) lists Committee, Task Force & Board files as permanent. Is it OK if I include FAR records, Disaster Relief Records, and Federal Regional Council files under 1200.1 for a 15-year retention? \*

Encls:  
Info cys of SF 135 on 381-73-60 & 381-73-61; <sup>\* also</sup> 381-73-43.

Do NOT use this form as a RECORD of approvals, concurrences, disapprovals, clearances, and similar actions.

FROM (Name, office symbol or location)  <i>Joe Cieslowski</i> ALADM OEO	DATE 4-17-73
	PHONE 254-5360

OPTIONAL FORM 41

GPO 043-16-31418-1 419-015

5041-101

AUGUST 1967

GSA FPMR (41CFR) 100-11.206



**RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)**

AGENCY

OEO 381-73-60

DATE

Apr 6, 1973

BOX NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

FIC ONLY

AGENCY

- 3. FAR
- FAR Aug. - Dec. 71 - Interagency Program
- FAR - April - July - Interagency Program
- FAR - Feb. - Mar. 71 - Interagency Program
- FAR - Oct. - Jan. 1972 - Interagency Program
- FAR - July - Sept. 70 - Interagency Program
- FAR - April - June 70 - Interagency Program
- FAR - January - March 70 - Interagency Program
- FAR STAFF (OEO) MEETING MINUTES
- FAR - July - Dec. 69 - Interagency Program
- FAR - March - June 69 - Interagency Program
- FAR - 3rd Yr. Report to Pres. - Interagency Program
- FAR - 2nd Yr. Report to Pres. - Interagency Program
- FAR - 3rd Yr. Report to Pres. - Interagency Program

STANDARD FORM 135  
 JULY 1961 EDITION  
 GENERAL SERVICES ADMIN.  
 FEDERAL REGISTER 101-114

**RECORDS TRANSMITTAL  
 AND RECEIPT**

**TO BE COMPLETED AT FEDERAL RECORDS CENTER**

ACCESSION NO. <b>381-73-61</b>	RECORD GROUP NO.
SIGNATURE	DATE RECORDS RECEIVED
TITLE	

**INSTRUCTIONS**  
 Send original and two copies to appropriate  
 Federal Records Center.

FROM: (Name and address of Agency transferring records)  
**OFFICE OF ECONOMIC OPPORTUNITY  
 1200 19TH STREET, NW  
 WASHINGTON, D. C. 20506 (STOP 277)**

TO: **Federal Records Center, GSA  
 WASHINGTON NATIONAL RECORDS CENTER, GSA  
 WASHINGTON, D. C. 20409 (STOP 386)**

1. SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY		RESTRICTED TO AGENCY CUSTODIAN AND/OR RECORDS MANAGEMENT OFFICER		
2. SQUARE FEET OF SPACE CLEARED	3. FILING EQUIPMENT EMPTIED	4. CUBIC FEET OF RECORDS TRANSFERRED		
A. OFFICE <b>8</b>	B. STORAGE	A. FILE CABINETS (No.) <b>1</b>	B. TRANS. FILES (No.)	C. SHELVING (Lin. Ft.) <b>2</b>
5. NAME OF AGENCY CUSTODIAN OF RECORDS <b>ALAN MANN, A/MS</b>		6. BUILDING AND ROOM NO. Please return lists to W. Proctor, Rm B-448		7. TELEPHONE NO. <b>254-5418</b>
8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				

9. AGENCY OFFICIAL (Signature) <i>[Signature]</i>	10. TITLE <b>RECORDS MANAGEMENT OFFICER</b>	11. DATE <b>April 6, 1973</b>
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12. BOX NUMBERS FRC ONLY	13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)	14. DISPOSAL AUTHORITY (Schedule and Item No.)
1.	Systems Division, Office of Administration  Interagency Admin, Standardization on Grants and Contracts (Grants Matrix) <b>1971-1973</b>  1. Grants Matrix Interagency Program Other Grantee Requirements Grant Matrix - Interagency Program Payment Methods Grants Matrix - Interagency Program Personnel (Grantee) Grants Matrix - Interagency Program Personnel Requirements Grants Matrix Proposals - Interagency Program Form Letters Grants Matrix - Interagency Program Grantee Procurement Standards Grants Matrix - Interagency Program - Program Income Grants - Matrix - Interagency Program-Progress Reporting Grants Matrix - Interagency Program Property Management Grants Matrix - Interagency Program Record Retention Grants Matrix - Interagency Program Grants Matrix Methods - Interagency Program Grants Matrix - Interagency Program Multiple Grant Admin. Standardization, OMB Cir. A-102 Grants Matrix - Interagency Program Budget Revisions Grants Matrix - Interagency Program-Grant Application Package Grants Matrix Interagency Program Grant Closeout Procedures Grants Matrix - Interagency Program Cost Sharing Grants Matrix Appeal of Disallowed Costs Grants Matrix - Interagency Program Financial Management System	<del>Not scheduled</del> SM/1670-1/1200.1 (15 yrs?)  DIST: 3-WVRC 1-B. Peabody 1-A. Mann 2-File
2.		

*Info copy*

STANDARD FORM 135-A  
JULY 1961 EDITION  
GENERAL SERVICES ADMIN.  
FPMR (41 CFR) 101-11.4

**RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)**

AGENCY

OEO 381-73-61

DATE

Apr 6, 1973

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
	Cont'd		
	2.	Grants Matrix Interagency (State and Local Government) Grantee Financial Control System Grants Matrix - Interagency Program Funding Policies and Procedures Grants Matrix Interagency Program Financial Reporting Grants Matrix - Interagency Program Grant Closeout Procedures/Other Grantee Requirement Grants Matrix - Interagency Program Matching Share Grants Matrix Interagency Program - Monitoring and Reporting of Program Performance	

STANDARD FORM 135 JULY 1961 EDITION GENERAL SERVICES ADMIN. FPMR (41 CFR) 101-11.4	<b>RECORDS TRANSMITTAL AND RECEIPT</b>	<b>TO BE COMPLETED AT FEDERAL RECORDS CENTER</b>	
		ACCESSION NO <div style="font-size: 1.5em; font-weight: bold;">381-73-43</div>	RECORD GROUP NO

<b>INSTRUCTIONS</b> Send original and two copies to appropriate Federal Records Center.	SIGNATURE _____ DATE RECORDS RECEIVED _____  TITLE _____
--	--

FROM: (Name and address of Agency transferring records) <b>OFFICE OF ECONOMIC OPPORTUNITY</b> 1200 19TH STREET, NW WASHINGTON, D. C. 20506 (STOP 277)	TO: Federal Records Center, GSA  WASHINGTON NATIONAL RECORDS CENTER, GSA WASHINGTON, D. C. 20409 (STOP 386)
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1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY **RESTRICTED TO AGENCY CUSTODIAN AND/OR RECORDS MANAGEMENT OFFICER**

2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED
A. OFFICE	B. STORAGE	A. FILE CABINETS (No.)	B. TRANS. FILES (No.)	C. SHELVING (Lin. Ft.)	
10		1	Boxes - 2	11	

5. NAME OF AGENCY CUSTODIAN OF RECORDS Frederick H. Lawton, Sp Asst - Opns	6. BUILDING AND ROOM NO. B-448-D;	7. TELEPHONE NO. 2545418
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8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE?  YES  NO

9. AGENCY OFFICIAL (Signature) <b>J. B. CIESLOWSKI</b>	10. TITLE <b>RECORDS MANAGEMENT OFFICER</b>	11. DATE Feb 2, 1973
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12. BOX NUMBERS	13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	14. DISPOSAL AUTHORITY
<b>FRC ONLY</b>	(Show organizational component creating records)	(Schedule and Item No.)

Box 1	<p style="text-align: center;"><b>DEPUTY ASSISTANT DIRECTOR - OFF. of OPERATIONS</b></p> <p>Responsible to OEO Deputy Director for administering Regional Council activities at the National level and for providing leadership and guidance to OEO Regional Directors on Regional Council activities. Serves (and participates as) the Under Secretaries Representatives to Regional Councils.</p> <p>Responsible also for Agency planning and operational response to disasters by providing guidance and technical assistance to Regional Directors, for coordination with the Office of Emergency Preparedness, Red Cross, and other organizations concerned with disaster assistance. The Assistant Director for Operations serves as the OEO representative to the National Council for Federal Disaster Assistance.</p> <p>Federal Regional Councils were established by Presidential directive (Jan. 22, 1971) in each of the ten standard Federal regions. The Regional Director/Administrators convened regularly as the Federal Regional Council. Reports of minutes of Council meetings were forwarded to OMB. Semi-annual progress reports were distributed to Council member agencies and OMB. Latter was to evaluate the Council. (These files were packed as found in the cabinets).</p> <p style="text-align: center;"><b>FEDERAL REGIONAL COUNCIL AND DISASTER RELIEF SUBJECT FILES</b></p> <p>FRC (Federal Regional Council) Intergovernmental Pers Act of 1970 (IPA) Under Secretaries Group Awards Recognition Regional Council Working Group</p>	<p>(SM1620-1/1200) Dest. 7/83. Purpose will have been served.</p> <p>SM/1620-1/1200.1 (15 yrs) JBC</p> <p><i>This shipment must be held in OEO until final phase-out date. Availability of transfer.</i> JSC</p> <p><b>DIST</b> 3-WVRC 1-OPNS-R. KUSZEY 1-File</p>
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Info - draft copy - may be destroyed. JBC



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FPMR (41 CFR) 101-11.4

**RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)**

AGENCY  
*OEO*

DATE  
*2/2/73*

BOX NUMBERS  
**FRC ONLY**      AGENCY      DESCRIPTION OF RECORDS WITH INCLUSIVE DATES      DISPOSAL AUTHORITY

Box 3

- NSWG General (MTGS & MEMBERSHIP)
- OEO Headquarters
- New Members
- USWG - Conferences
- HUD
- HEW
- EPA
- Non-Member Agencies
- DOL
- DOT
- OMB
- LEAA
- FRC-Issues-General
- FRC-Disaster Assistance
- FRC-Conference
- FRC-Staff
- FRC-Spanish Speaking
- Fedries
- FRC-Migrants
- FRC-Governor's-Mayors
- The Option Process 1972
- FRC-Youth
- Public Affairs
- War to Peace-Domestic Action
- FAR
- FRC-Manpower 1972
- FRC-RMCC-Comps 1972
- Scientists & Engineers 1971
- Small Towns
- FRC-EEO
- FRC-Aging
- Indians
- Migrants USWG Task Force Report 11-7-72
- Action
- IGA-Integrated Grant Administration
- RMIS
- FRC-CRS
- FRC-Sub-regional Realignments

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**RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)**

AGENCY  
  
OEO

DATE  
2/2/73

BOX NUMBERS

FRC ONLY

AGENCY  
BOX

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

4

LAWTON'S CHRON (1972), Fed Reg Council  
 Regional Councils  
 Regional Councils - OMB #2  
 FED. Regional Council-Concepts & Operations  
 FRC-Flexible Funding  
 FRC-Relocation Act  
 Rural Development  
 FRC-Displaced Teachers  
 DOT- nter Model Planning  
 Jobs for Veterans  
 For Discussion  
 Disaster Assistance Miscellaneous  
 Fed. Reg. C. Disasters-Agnes - 1972  
 Disasters Background  
 Disasters  
 Filing  
 Disaster Assistance Chicago  
 Disaster Assistance San Francisco  
 Disaster OEO-Internoz  
 Disaster Assistance Atlanta  
 Disaster Assistance New York  
 New York State Phase III Flood Recovery  
 Disaster Assistance Philadelphia  
 Disaster Assistance Dallas  
 Disaster Assistance Kansas City  
 Disaster Assistance Seattle  
 Disaster Assistance Boston  
 Disaster Assistance Denver  
 Disaster Assistance-Rapid City  
 Dis. L.A. Earthquake

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**RECORDS TRANSMITTAL  
AND RECEIPT  
(CONTINUATION)**

AGENCY Office of Economic  
Opportunity, Wash. D. C.

DATE 2/2/73

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY	

- 5 National Council For Fed. Dis. Ass.  
Nat'l Council On Disaster Assistance  
Office of Emergency Preparedness (OEP)  
OEO Contingency Disaster Relief Plan 1970  
Disaster Assoc. - Lubbock  
Mississippi Tornadoes  
Disaster Act of 1970  
Disaster Assistance A.I.D.  
Disaster Assistance Puerto Rico  
Corpus Christi Disaster Aug. 1970  
Camille--Miss. Hearing OEP Material  
Camille--Memo Chron File Thru 2/70  
Hurricane Camille Hearings  
*Disaster, Older Person, Wilkes Barre, Pa. 1972-73*
- 6 OEO in Mississippi  
Disaster Assistance  
Camille -- Virginia  
Camille -- Disaster Legislation  
Camille -- One-Month Report (OEP)  
Camille -- Rabb Task Force Report  
Camille -- Mississippi Governor's Emergency Council  
Camille -- OEP -- Longer Range Rebuilding Study  
Camille -- OEP Regional Directors' Meeting  
(February 4)  
Camille -- Murdoch Memo on Need for Coordination  
Camille -- Stap Reports  
Camille -- Disaster Assistance Policy Proposals  
Camille -- White House Study Group to Review  
the Disaster Recovery  
Tennessee Floods 1969  
Camille -- American Friends Service  
Comm. Report and "Four Months of Action" (OEP)  
Camille -- Disaster Assistance Policy  
Draft Presidential Message  
All-Risk Insurance  
1970 SODA Cap-OEO  
SODA Project - Evaluation - 1971  
SODA - FYI Supporting Documents  
SODA Program  
SODA - Regional  
SODA - State

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**RECORDS TRANSMITTAL  
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AGENCY

OEO

DATE

2/2/73

BOX NUMBERS

DESCRIPTION OF RECORDS WITH INCLUSIVE DATES

DISPOSAL AUTHORITY

FRC ONLY

AGENCY

Box

7

Region X --Work Plan  
 Region IX-- Work Plan  
 Region V---Work Plan  
 Region VI\_\_\_ Work Plan  
 Region VIII- Work Plan  
 Region I- Work Plan  
 Region II--- Work Plan  
 Region III--- Work Plan  
 Region IV----Work Plan  
 Region VII--- Work Plan  
 SODA  
 FRE-P.V.  
 Dallas- R.C.  
 Hurricane-----Cecile  
 Disascen-Lejislstion ADMIN  
 OEO Disater Assistantion Camille Unfiled  
 Camille--Sen Bayh Mississippi Hearing Clips (Jan 7-9)  
 Bayh Omnibus Bill & Administration Bill Disasters  
 Mississippi =Hurricane Camille  
 Disaster Assistance Meeting  
 FSO-OEO Detail Dead File

Box

8

Work Plans -- OMB Comments  
 Spanish Speaking - General Info  
 CCROSS  
 FY72 CCROSS - Regionally - funded Programs  
 FRC Proposals - Spanish Speaking  
 OMB - Spanish Speaking  
 Region I Disaster Plan 1971  
 Action Plan -- Region II  
 Action Plan -- Region IV  
 Action Plan -- Region V  
 Action Plan -- Region VI  
 Action Plan -- Region VIII  
 Action Plan -- Region IX  
 FAR  
 FRC - Flexibility Funding  
 FRC - Boston  
 FRC - Philadelphia  
 FRC - Atlanta  
 FRC - New York  
 Region II - New York 1971  
 Region III - Philadelphia  
 FRC - Chicago

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**RECORDS TRANSMITTAL  
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AGENCY *OEO*

DATE *2/2/73*

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		

Box	9	FRC - Dallas FRC - Denver FRC - Seattle FRC - San Francisco Region I - Boston Region IV - Atlanta Region V - Chicago Region VI - Dallas Region VII - Kansas City Region VIII - Denver Region IX - San Francisco Region X - Seattle FRC - Kansas City FRC - Spanish Speaking Regions - General Sp/SP	
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Box	10	Disaster Assistance OEO Role Disaster Assistance Task Force Disaster Activity Reports Disaster Plans Briffalo Creek 72 Disaster Assistance American Red Crons HUD Deuntralzation of Authinty Disaster Chron File Disaster Florida Disaster USDA Food Disaster HEW OEP Planning Reginal Snteragency Plans	
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Box 11		Federal Regional Council General Correspondence Jan. 1972-Jan. 1973 This material had not been filed. It is arranged by month only and includes regional data. Also included are one folder re Disaster Relief and one folder re Spanish speaking, migrants, & Indians.	
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