

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-49-90-7

DATE RECEIVED

5/22/90

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM *(Agency or establishment)*

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DEPARTMENT OF INTERIOR, BUREAU OF LAND MANAGEMENT (BLM)

2. MAJOR SUBDIVISION

INFORMATION RESOURCES MANAGEMENT DIVISION

3. MINOR SUBDIVISION

RECORDS AND INFORMATION SECURITY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

DONNA THIRBER

653-8853

11/13/91



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>5/17/90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rose M. Cummins</i>	D. TITLE ROSE MARIE CUMMINS BLM Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	GRS & BLM COMBINED RECORDS SCHEDULES, SCHEDULE 5 - BUDGET, ITEMS 11, 12 a & b, 20, 21, 22 DATED APRIL 25, 1990	See Atch Schedule	

Copies sent to agency 1/20/92

GRS & BLM Combined Records Schedules
Schedule 5 - Budget

Item No.	Series Description	Location					Disposition Authority
		WO	SC	SO	DO	RA	
5-10	{Reserved}						
11	BUDGET POLICY FILES [1670]. Correspondence and subject files maintained by the Headquarters Budget Office, documenting BLM policy and procedures governing budget administration and reflecting policy decisions affecting expenditures of BLM programs. Note: record copies of budget directives are maintained by the Headquarters Directives Office.	x					TEMPORARY. Cutoff end of FY. Transfer to FRC 4 years after cutoff. FRC destroys 8 years after cutoff. NARA Job: NC1-49-85-2, 5/1. <i>Formerly BLM 511.</i>
12	BUDGET ESTIMATES, JUSTIFICATIONS, AND ANNUAL WORK PLAN FILES [1670-1680]. Includes SF-304; BLM 1650-3, 1680-3, 13, 1681-2, 3, 3A, 4, 5. a. Budget Estimates and Justifications Consolidated Files. Maintained by Headquarters Budget Office. Consists of appropriation language sheets, narrative statements, annual work plans, and related schedules and data. b. Budget Estimates and Justifications Files - Originating Office Submissions. (1) Budget Estimates and Justifications Files - Headquarters Office Copies. Other than the Budget Office official collection. (2) Budget Estimates and Justifications Files - Field Office Copies.	x					<i>Formerly BLM 512.</i> PERMANENT. Cutoff end of FY for which planned. Transfer to FRC 3 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 12 years old (e.g., transfer 1980-1984 in 1997). NARA Job: NC1-49-85-2, 5/2a.
		x					TEMPORARY. Cutoff end of FY covered by the budget. Destroy 3 years after cutoff. NARA Job: NC1-49-85-2, 5/2b(1).
			x	x	x	x	TEMPORARY. Cutoff end of FY covered by the budget. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job: NC1-49-85-2, 5/2b(2).
13-19	{Reserved}						
20	BUDGET WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE. Working copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and non-record copies of documents related to budget that are not described elsewhere.	x	x	x	x	x	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.

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Revised April 25, 1990

GRS & BLM Combined Records Schedules
Schedule 5 - Budget

Item No.	Series Description	Location					Disposition Authority
		WO	SC	SO	DO	RA	
21	BUDGET MICROFORM FILES [1670-1690]. Includes masters, duplicates, security film, and related microform finding aids.	x	x	x	x	x	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for duplicating, security, or other administrative or reference purposes.
22	BUDGET ELECTRONIC FILES.	-	-	-	-	-	The records described in this Schedule are authorized for disposal in both hard copy and electronic form under GRS and BLM Schedules 20 and 23.

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Revised April 25, 1990