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| 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 | N1-51-02-2 |
| 1. FROM (Agency or establishment) OFFICE OF MANAGEMENT AND BUDGET | | DATE RECEIVED | 4/12/02 |
| 2. MAJOR SUBDIVISION LEGISLATIVE REFERENCE DIVISION | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| Nell Doering | (202) 395-6471 | 4-29-02 | <i>John W. Carl</i> |
| 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 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE | |
| 4/11/02 | <i>Nell W. Doering</i> | OA/OMB RECORDS MANAGEMENT OFFICER | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | Office of Management and Budget Legislative Reference Division Legislative Information System (LIS) | | |

*SH**Copies sent to Ag of OMB, NARA*

OFFICE OF MANAGEMENT AND BUDGET

LEGISLATIVE REFERENCE DIVISION

This schedule applies to the Legislative Information System (LIS) that resides on a Lotus Notes database in the Legislative Reference Division, Office of Management and Budget (OMB), and any subsequent updates of this system.

Legislative Information System (LIS). This database was created to support the activities of the Legislative Reference Division in carrying out OMB's legislative coordination and review responsibilities. LIS enables the Legislative Reference staff to produce Legislative referral Memoranda (LRMs) that are used to coordinate the interagency review and clearance of material prior to its submission to Congress, in accordance with OMB Circular A-19. In addition, the LIS database contains summary information on Executive agency draft bills, congressionally-initiated bills, and miscellaneous legislation-related documents (topical reports, questions and answers, oversight testimony, etc.). For example, the database can be used to produce a report on bills for which veto threats have been issued; a report on the status of enrolled bills presented to the President; a report on agency draft bills pending clearance; and a report on legislation under active consideration by the Congress.

A. Master Data File of Legislative Information System (LIS).

Inclusive Dates: 1991 and thereafter.

Statement of Restrictions: These records may be subject to the restrictions in the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

Current Volume: 5 CD's

Estimate of Annual Accumulation: 1 CD.

DISPOSITION: PERMANENT

Transfer Master Data File to NARA 8 years after the close of each Presidential Administration in accordance with NARA procedures and with 36 CFR 1228. Earlier physical transfer to NARA prior to formal accessioning is authorized if both agencies agree.

B. Documentation – Legislative Information System (LIS). The documentation for each data file will include any additional information about the format of that data file and/or the context in which the data file was created.

Inclusive Dates: 1991 and thereafter.

Current Volume: Less than one cubic foot.

Estimate of Annual Accumulation: Less than one cubic foot.

DISPOSITION: PERMANENT

Transfer a copy of the documentation to NARA with the records described in A. above.

NOTE: All transfers of documentation will conform to the requirement in 36 CFR 1228.