

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 18 1976	JOB NO. NC1- 51-76-19
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-15-76	<i>James B. Rhoads</i> Archivist of the United States
Date	

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT) Executive Office of the President

2. MAJOR SUBDIVISION Office of Management and Budget

3. MINOR SUBDIVISION *Statistical Policy Division*
~~Office of the Director Records Section~~

4. NAME OF PERSON WITH WHOM TO CONFER Nell Doering/Charles Howton

5. TEL. EXT. Code *395* ext. 3914

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 18 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3/5/76
(Date)

Melvin Margerum
(Signature of Agency Representative)

Record Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See attached Record Schedule: Record Schedule for the Statistical Policy Division, Office of Management and Budget		

Copy to Agency + NCW 4-19-76

41 items

Statistical Policy Division

The Statistical Policy Division assists the Director, the Deputy Director, and the Associate Director for Management and Operations in the exercise of their responsibilities for planning and promoting the improvement, development, and coordination of Federal statistical programs. It reviews agency statistical programs and budgets for the coordinated Federal statistical program, and prepares the special analysis on statistical programs contained in the Budget. The Division exercises the Office's responsibility for reviewing and clearing Federal agency proposals or plans to collect information from the public, reviews those proposals which are primarily statistical in character and supervises, coordinates, and provides technical assistance to the reviews performed by other divisions of proposals which relate to major program evaluation or policy consideration. The Division develops and supervises Federal agency use of improved statistical techniques and standard definitions and classifications; maintains surveillance over the publication of statistical data from the standpoint of timeliness, accuracy, and comprehensiveness; and serves as the focal point for United States participation in the statistical activities of international organizations.

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p>1. ADMINISTRATIVE RECORDS</p>		
<p>1. Correspondence relating to the internal organization and management of the Statistical Policy Division.</p> <p>Activity Reports - SPD Chronological Files Functional Assignments, Organization - SPD Project Lists Speeches</p>	SPD	<p>Temporary - Retire to Record Section <i>for disposal</i> when 2 years old. Record Section will retain until no longer needed for administrative purposes. Start new files every 2 years.</p>
<p>1. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Office reference copies. Dispose when obsolete or superseded.</p>
<p>2. BUDGETARY RECORDS</p>		
<p>Reference copies of budgetary records for the Statistical Policy Division budget.</p>		<p>Temporary - Do not retire to Record Section. Dispose at end of fiscal year involved. Start new file for each fiscal year.</p>
<p>3. PROGRAM RECORDS</p>		
<p>Division Office reference copies of program-related memoranda, studies, letters, etc., to the Director and others on individual programs or issues; study reports.</p>		<p>Temporary - Retain do not send to Record Section. Dispose when 4 years old or when no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years.</p>

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records which reflect SPD's role for planning and promoting the improvement, development, and coordination of Federal statistical programs. The records include program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports.</p> <p>The records covering these statistical programs are located in the various branches under functions or subjects such as the following:</p> <p><u>Economic Statistics</u></p> <ul style="list-style-type: none"> Agriculture Balance of Payments Commodity Classification Confidentiality Domestic Finance Economic Censuses Economic Indicators Energy Environment Flow of Funds Accounts Government (Federal, State and Local) Gross National Product (GNP) Data <ul style="list-style-type: none"> Improvement Project International Finance <u>Labor</u> <ul style="list-style-type: none"> Employment and Unemployment Household Income and Distribution Industrial Capacity and Utilization Industrial Classification Manpower Occupational Safety and Health Occupational Classification Pensions and Other Employment Related <ul style="list-style-type: none"> Benefit Programs Productivity Real Output Statistics of Income Wages and Compensation Legislative Tracking System National Economic Accounts 	SPD	<p>Permanent -</p> <p>Close files at the end of every second calendar year.</p> <p>Retire closed files to Record Section every second calendar year.</p> <p>Offer to NARS in series corresponding to Presidential Administration.</p> <p>Start new files every second calendar year.</p>

Statistical Policy Division

Description	Location of Record	Authorized disposition
<u>Production</u> Construction Current Industrial Reports Industrial Directory Inventories Production and Consumption, Manufacturing and Mining Wholesale and Retail Trade Research and Development Revenue Sharing Transportation		
<u>Social Statistics</u> 1980 Census (Population) Aging, Youth, Human Development Civil Rights and Equal Opportunity Crime and Criminal Justice Disability Education Food Consumption and Nutrition General Demography, Population, and Migration Health and Medicine (Incl. Alcohol and Drugs) Household Income, Assets, and Expenditures Housing and Community Development Income Maintenance and Social Services Institutionalization Poverty Public Opinion and Psychological Studies Race and Ethnicity Recreation and Leisure Sampling Methodology Social Accounts (Incl. SSDS) World Fertility Study World of Work		
<u>Joint Economic/Social Statistics</u> Family Income, Savings, Assets Long-Term Statistical Programs Small Area Data		

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p><u>Planning and Coordination</u></p> <p>Comprehensive Statistical Plan Standard Metropolitan Statistical Areas (SMSA's) Liaison with UN Statistical Office Planning for Minor Statistical Agencies <u>Program Evaluation Data</u> Commerce, HEW (Income Maintenance), Labor, EPA, HUD (Incl. VA Housing), and USDA HEW (Health, Incl. VA Health), HEW (Human Development), Action, Civil Service Commission Interior, FEA, DOT, Justice, HEW (Education, Incl. VA Education), and all others Weekly Briefing Notes on U.S. Domestic Developments</p>		

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p>5. <u>CLEARANCE OFFICE</u></p> <p>Records relating to SPD's responsibility for reviewing and clearing Federal agency proposals or plans to collect information from the public.</p>	SPD	
<p>7. <u>Program Records</u></p> <p>Correspondence relating to the history and development of clearance activities; directives and reports relating to policy, planning, and execution of clearance activity</p> <p>- Records of the Business Advisory Council on Federal Reports: Correspondence, minutes, reports, and related papers.</p>		<p>Permanent-</p> <p>Close files at the end of every second calendar year.</p> <p>Retire closed files to Record Section 6 months after closing.</p> <p>Offer to NARS in series corresponding to Presidential Administration.</p> <p>Start new files every second calendar year.</p>

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p><u>Docket Files</u></p> <ul style="list-style-type: none"> - Statistical plans and forms submitted by Federal agencies for clearance by OMB under the Federal Reports Act of 1942 (56 Stat. 1078; 5 U.S.C. 139-139f). - Repetitive forms and plans <ul style="list-style-type: none"> - Active docket must contain the <u>latest complete version</u> of the plan or form with all basic supporting documents. - When a revision is filed in the docket, the preceding version is removed and placed in the inactive file - EXCEPT that, if the revision is only partial, the latest complete version with <u>all</u> basic supporting documents must be kept in the active file. - If a docket contains several component parts, this rule will apply to each separate part. - Expired and discontinued forms and plans (both repetitive and single-time). - Remove to inactive file upon expiration or discontinuance. 		<p>Temporary -</p> <ul style="list-style-type: none"> Close inactive file at end of each calendar year. Retire closed file to Record Section at the end of each calendar year. Transfer to the Federal Record Center at end of each calendar year. Dispose 4 years after closing.

Statistical Policy Division

Description	Location of Record	Authorized disposition
<u>INTERNATIONAL STATISTICAL PROGRAMS</u>	SPD	Permanent -
<p>Records relating to SPD's participation in international statistical organizations and activities. Records are maintained alphabetically by subjects such as:</p> <p>American Statistical Association (ASA) Advisory Committee on Statistical Policy CELADE (Centro Latinoamericano de Demografia) Committee on Improvement of National Statistics (COINS) Sessions Conference of European Statisticians Economic Commission for Africa (ECAFE) Economic Commission for Europe (ECE) Economic Commission for Latin America (ECLA) Economic and Social Council (ECOSOC) Federal Committee on International Statistics Foreign Statistical Publications International Labor Office (ILO) International Monetary Fund (IMF) International Relations, general: Africa; Asia and Far East; Europe; Middle East; Western Hemisphere International Statistical Institute Organization for Economic Cooperation and Development (OECD) Research Institute for Social Development United Nations - General United Nations Conference on Trade and Development (UNCTAD) United Nations Development Program (UNDP) United Nations Economic Commission for Europe United Nations Educational, Scientific, and Cultural Organization (UNESCO) United Nations Statistical Commission - General United Nations Statistical Commission - 18th Session World Health Organization (WHO) World Meteorological Organization (WMO)</p>		<p>Close files at the end of every second calendar year. Retire closed files to Record Section every second calendar year. Offer to NARS in series corresponding to Presidential Administration. Start new files every second calendar year.</p>

Statistical Policy Division

Description	Location of Record	Authorized disposition
<u>PUBLICATIONS</u>	SPD	
<u>OMB Circulars</u>		Permanent-
<ul style="list-style-type: none"> - Records relating to the design, promulgation and administration of OMB Circulars concerning Federal statistical programs 		Close files after issuance (and after each revision). Retire closed files to Record Section every second calendar year.
A-39 - Providing of Statistical Information to Intergovernmental Organizations		Offer to NARS in series corresponding to Presidential Administration.
A-40 - Clearance of Plans and Report Forms Under the Federal Reports Act.		Start new files for each revision.
A-46 - Standards and Guidelines for Federal Statistics. General Statistical Procedures Population Working Force		
A-65 - Reports to the Department of Commerce on International Transactions		
A-91 - Prompt Compilation and Release of Statistical Information		
(A- Statistical and Program Data Planning) (proposed Circular)		

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p><u>1</u> <u>Statistical Reporter</u></p> <p>1) Published monthly. Report on current developments in Federal Statistics. Includes notes on surveys and programs, major organizational changes, statistical publications, selected new forms approved under the Federal Reports Act, and Federal statistical personnel.</p> <p>2) Correspondence relating to the history and development of the Statistical Reporter; copy of each issue published.</p> <p>3) Agency input, drafts and working papers concerning the preparation of each issue of the Statistical Reporter.</p>		<p>Permanent-</p> <p>Close files at end of every second calendar year.</p> <p>Retire closed files to Record Section every second calendar year.</p> <p>Offer to NARS in serie corresponding to Presidential Administration.</p> <p>Start new files every second calendar year.</p> <p>Temporary-</p> <p>Close files at the end of each year.</p> <p>Dispose 3 months after closing.</p> <p>Start new files each year.</p>
<p><u>2</u> <u>Federal Statistical Directory (last issue 1974)</u></p> <p>1) Published approximately biennially. Lists, by organizational units within each agency, the names, office addresses and telephone number of key persons engaged in statistical and related programs of executive branch agencies.</p> <p>2) Correspondence relating to the history and development of the Federal Statistical Directory; copy of each issue published.</p> <p>3) Agency input, drafts and working papers concerning the preparation of each issue of the Federal Statistical Directory.</p>		<p>Permanent-</p> <p>Close files after each revision. Hold until next revision has been completed.</p> <p>Retire closed files to Record Section when next revision has been completed.</p> <p>Offer to NARS in serie corresponding to Presidential Administration.</p> <p>Start new files after each revision.</p> <p>Temporary-</p> <p>Close files after each revision.</p> <p>Dispose 3 months after closing.</p>

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p>1) <u>Statistical Services of the United States Government</u> (last issue 1975).</p> <p>1)- Published irregularly. Describes the Federal statistical system and presents brief descriptions of principle statistical series collected by Government agencies. Contains brief statement of agency statistical responsibilities and lists of principle statistical publications.</p> <p>2)- Correspondence relating to the history and development of the Statistical Services of the U.S. Government; copy of each issue published.</p> <p>3)- Agency input, drafts and working papers concerning the preparation of the Statistical Services of the U. S. Government.</p>		<p>Permanent-</p> <p>Close files after each revision. Hold until next revision has been completed.</p> <p>Retire closed files to Record Section when next revision has been completed.</p> <p>Offer to NARS in series corresponding to Presidential Administration.</p> <p>Start new files after each revision.</p> <p>Temporary-</p> <p>Close files after each revision.</p> <p>Dispose 3 months after closing.</p>
<p>2) <u>Standard Industrial Classification Manual</u> (last issue 1972).</p> <p>1)- Published irregularly. Titles and descriptions of industries and alphabetical indexes for both manufacturing and nonmanufacturing industry establishments.</p> <p>2)- Correspondence relating to the history and development of the SIC Manual; copy of each issue published.</p> <p>3)- Agency input, drafts and working papers concerning the preparation of the SIC Manual.</p>		<p>Permanent-</p> <p>Close files after each revision. Hold until next revision has been completed.</p> <p>Retire closed files to Record Section when next revision has been completed.</p> <p>Offer to NARS in series corresponding to Presidential Administration.</p> <p>Start new files after each revision.</p> <p>Temporary-</p> <p>Close files after each revision.</p> <p>Dispose 3 months after closing.</p>

Statistical Policy Division

Description	Location of Record	Authorized disposition
<u>Standard Occupational Classification Manual</u> (draft issue 1975).		Permanent-
1) - Published irregularly. Titles and descriptions of occupations and occupation-related data. First edition pending publication.		Close files after each revision. Hold until next revision has been completed.
2) - Correspondence relating to the history and development of the SOC Manual; copy of issue when published.		Retire closed files to Record Section when next revision has been completed.
3) - Agency input, drafts and working papers concerning the preparation of the SOC Manual.		Offer to NARS in serie corresponding to Presidential Administration.
		Start new files after each revision.
		Temporary-
		Close files after each revision.
		Dispose 3 months after closing.

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p>2. <u>Enterprise Standard Industrial Classification Manual</u> (last issue 1974)</p> <p>(1) - Published irregularly. Titles and descriptions of enterprises (companies, firms, etc.) providing standards for statistical use by kind of economic activity.</p> <p>(2) - Correspondence relating to the history and development of the Enterprise SIC Manual; copy of each issue published.</p> <p>(3) - Agency input, drafts and working papers concerning the preparation of the Enterprise SIC Manual.</p>		<p>Permanent-</p> <p>Close files after each revision. Hold until next revision has been completed.</p> <p>Retire closed files to Record Section when next revision has been completed.</p> <p>Offer to NARS in serie corresponding to Presidential Administration.</p> <p>Start new files after each revision.</p> <p>Temporary-</p> <p>Close files after each revision.</p> <p>Dispose 3 months after closing.</p>
<p>(1) <u>Commodity Classification for Transportation Statistics</u> (last issue 1972)</p> <p>(1) - Published irregularly. Developed for use in the collection, presentation, and analysis of commodity data associated with the Census of Transportation.</p> <p>(2) - Correspondence relating to the history and development of the Commodity Classification for Transportation Statistics; copy of each issue published.</p> <p>(3) - Agency input, drafts and working papers concerning the preparation of the Commodity Classification for Transportation Statistics.</p>		<p>Permanent-</p> <p>Close files after each revision. Hold until next revision has been completed.</p> <p>Retire closed files to Record Section when next revision has been completed.</p> <p>Offer to NARS in serie corresponding to Presidential Administration.</p> <p>Start new files after each revision.</p> <p>Temporary-</p> <p>Close files after each revision.</p> <p>Dispose 3 months after closing.</p>

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Description	Location of Record	Authorized disposition
<p><u>Federal Statistics: Coordination, Standards, Guidelines</u></p> <p>1) First edition 1975. Handbook of basic documents relating to Federal statistical activities.</p> <p>2) Correspondence relating to the history and development of Federal Statistics; copy of each issue published.</p> <p>3) Agency input, drafts and working papers concerning the preparation of Federal Statistics.</p>		<p>Permanent-</p> <p>Close files after each revision. Hold until next revision has been completed.</p> <p>Retire closed files to Record Section when next revision has been completed.</p> <p>Offer to NARS in series corresponding to Presidential Administration.</p> <p>Start new files after each revision.</p> <p>Temporary-</p> <p>Close files after each revision.</p> <p>Dispose 3 months after closing.</p>
<p><u>Social Indicators</u></p> <p>1) Published in 1973. Contains selected statistics on social conditions and trends in the U. S.</p> <p>2) Correspondence relating to the history and development of Social Indicators; copy of the issue published.</p> <p>3) Agency input, drafts and working papers concerning the preparation of Social Indicators.</p>		<p>Permanent-</p> <p>Close files after each revision. Hold until next revision has been completed.</p> <p>Retire closed files to Record Section when next revision has been completed.</p> <p>Offer to NARS in series corresponding to Presidential Administration.</p> <p>Start new files after each revision.</p> <p>Temporary-</p> <p>Close files after each revision.</p> <p>Dispose 3 months after closing.</p>

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Description	Location of Record	Authorized disposition
<p><u>Standard Metropolitan Statistical Areas</u> (last issue 1975)</p> <p>Published irregularly. Contains criteria followed in establishing SMSA's; titles and definitions of SMSA's and of Standard Consolidated Statistical Areas.</p> <p>Correspondence relating to the history and development of the SMSA's; copy of each issue published.</p>		<p>Permanent- Close files after each revision. Hold until next revision has been completed. Retire closed files to Record Section when next revision has been completed. Offer to NARS in series corresponding to Presidential Administration. Start new files after each revision.</p>
<p>Agency input, drafts and working papers concerning the preparation of the SMSA's.</p>		<p>Temporary- Close files after each revision. Dispose 3 months after closing.</p>
<p><u>Household Survey Manual</u></p> <p>Published in 1969. Describes current concepts and appropriate questions for measuring important basic characteristics of the population and the kind and quality of their homes.</p> <p>Correspondence relating to the history and development of the Household Survey Manual; copy of the issue published.</p> <p>Agency input, drafts and working papers concerning the preparation of the Household Survey Manual.</p>		<p>Permanent- Close files after each revision. Hold until next revision has been completed. Retire closed files to Record Section when next revision has been completed or when no longer needed for current activities. (i.e. this publication may not be revised) <i>offer to NARS in series corresponding to Pres. Adm.</i> Temporary- Close files after each revision. Dispose 3 months after closing.</p>

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Description	Location of Record	Authorized disposition
<p><u>m.</u> <u>Monthly Chartbook on Domestic Developments</u></p> <p>1) Published monthly. Domestic statistical developments based on data collected government-wide for Presidential weekly briefing notes. First edition pending publication in June 1976.</p> <p>2) Correspondence relating to the history and development of the Monthly Chartbook on Domestic Developments; copy of each issue when published.</p> <p>3) Agency input, drafts and working papers concerning the preparation of the Monthly Chartbook on Domestic Developments.</p>		<p>Permanent -</p> <p>Close files after each revision. Hold until next revision has been completed. Retire closed files to Record Section when next revision has been completed. Offer to NARS in series corresponding to Presidential Administration. Start new files after each revision.</p> <p>Temporary -</p> <p>Close files after each revision. Dispose 3 months after Closing.</p>

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p>8. <u>WHITE HOUSE REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>	SPD	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>9. <u>CONGRESSIONAL REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		
<p>10. <u>PUBLIC INQUIRY</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		

Statistical Policy Division

Description	Location of Record	Authorized disposition
<p>11. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division</p>	<p>See LRD Schedule.</p>
	<p>b. All Other Copies</p>	<p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>12. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p>a. Legislative Reference Division</p>	<p>See LRD Schedule.</p>
	<p>b. All Other Copies</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - whichever is sooner. Start new file every 2 years.</p>
<p>13. <u>NONOFFICIAL PAPERS</u></p> <p>Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.</p>	<p>SPD</p>	<p>Temporary - Review each year and dispose of all materials that are obsolete or have been superseded.</p>