

REQUEST AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 1979	JOB NO. NCI-51-79-2
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 "with-drawn" in column 10.	
2-14-79 Date <i>James B. Charles</i> Archivist of the United States	

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 Administration OMB
- 3. MINOR SUBDIVISION
International Affairs Div.
~~Information Management and Services Division~~
- 4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering
- 5. TEL. EXT.
395-3914
- 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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2/2/79
(Date)

Melvin Margerum
(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
	See attached Record Schedule: Office of Management and Budget Records of the International Affairs Division	NC-51-7610	

Copies to agency 15 Feb 79 RM

*sent to NCF, NNF, NNB
copies of amended items to NCF, NNFJ and agencies, 9/13/88*

15 items

Division Office Records

9. Division Office Program Records. The Division Office program records consist of items that are handled at the Division Office level and cover broad areas of responsibility not covered at the branch level. (Arranged alphabetically by subject). *.1 cust/yr.*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old.

~~Offer to NARS when 8 years old.~~Transfer to NARA when 30 years old. *P. Richter, NIRC 9/14/88*Branch Records

10. Economic Affairs Branch Program Records. Program records of the Economic Affairs Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.75 cust/yr*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old.

~~Offer to NARS when 8 years old.~~Transfer to NARA when 30 years old. *P. Richter, NIRC 9/12/88*

11. Economic Affairs Branch Budgetary Records. Budgetary records of the Economic Affairs Branch reflect its responsibility associated with the preparation, formulation, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *.5 cust/yr.*

PERMANENT.

Cut-off each fiscal year.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old.

~~Offer to NARS when 8 years old.~~Transfer to NARA when 30 years old. *P. Richter, NIRC 9/12/88*

Verbal concurrence of Nell Doering, Records Officer, EOP, received
9/16/88.

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12. International Security Assistance Branch Program Records.

Program records of the International Security Assistance Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.75 cu. ft./yr.*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter, NIRC*

~~Offer to NARS when 8 years old.~~

Transfer to NARA when 30 years old. 9/12/88

13. International Security Assistance Branch Budgetary Records.

Budgetary records of the International Security Assistance Branch reflect its responsibility associated with the preparation, formulation, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *.75 cu. ft./yr.*

PERMANENT.

Cut-off each fiscal year.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter, NIRC*

~~Offer to NARS when 8 years old.~~

Transfer to NARA when 30 years old. 9/12/88

14. State-ICA Branch Program Records. Program records of the

State-ICA Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *1.25 cu. ft./yr.*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 year old. *P. Richter, NIRC*

~~Offer to NARS when 8 years old.~~

Transfer to NARA when 30 years old. 9/12/88

15. State-ICA Branch Budgetary Records. Budgetary records of the State-ICA Branch reflect its responsibility associated with the preparation, formulation, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *1.5 cu. ft./yr.*

PERMANENT.

Cut-off each fiscal year.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter, NIRC*

~~Offer to NARS when 8 years old.~~

Transfer to NARA when 30 years old. 9/12/88

Verbal concurrence of
all Dairing, Records
Officer, EOP, received
2/1/88.

Division Office Records

9. Division Office Program Records. The Division Office program records consist of items that are handled at the Division Office level and cover broad areas of responsibility not covered at the branch level. (Arranged alphabetically by subject). *.1 ft/yr.*

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository when 2 years old.
 Transfer to FRC when 2 years old.
~~Offer to NARS when 8 years old.~~
 Transfer to NARA when 30 years old. P. Richter, NIRC
 9/12/88

Branch Records

10. Science and Space Program Branch Program Records. Program records of the Science and Space Program Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.75 ft/yr*

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository when 2 years old.
 Transfer to FRC when 2 years old.
~~Offer to NARS when 8 years old.~~
 Transfer to NARA when 30 years old. P. Richter, NIRC
 9/12/88

11. Science and Space Program Branch Budgetary Records. Budgetary records of the Science and Space Program Branch reflect its responsibility associated with the preparation, formulation, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *.6 ft/yr.*

PERMANENT. Cut-off each fiscal year.
 Transfer to EOP Depository when 2 years old.
 Transfer to FRC when 2 years old.
~~Offer to NARS when 8 years old.~~
 Transfer to NARA when 30 years old. P. Richter
 NIRC
 9/12/88

Verbal concurrence of Nell Doering, Records Officer, EOP, received
 9/6/88.

12. Energy Technology Branch Program Records. Program records of the Energy Technology Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *1.1 yr/yr.*

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository when 2 years old.
 Transfer to FRC when 2 years old. *P. Richter, NIRC*
~~Offer to NARS when 8 years old.~~
Transfer to NARA when 30 years old. 9/12/88

13. Energy Technology Branch Budgetary Records. Budgetary records of the Energy Technology Branch reflect its responsibility associated with the preparation, formulation, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *1.1 yr/yr.*

PERMANENT. Cut-off each fiscal year.
 Transfer to EOP Depository when 2 years old.
 Transfer to FRC when 2 years old. *P. Richter, NIRC*
~~Offer to NARS when 8 years old.~~
Transfer to NARA when 30 years old 9/12/88

14. Energy Conservation and Regulation Branch Program Records. Program records of the Energy Conservation and Regulation Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.6 yr/yr*

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository when 2 years old.
 Transfer to FRC when 2 years old. *P. Richter, NIRC*
~~Offer to NARS when 8 years old.~~
Transfer to NARA when 30 years old. 9/12/88

15. Energy Conservation and Regulation Branch Budgetary Records. Budgetary records of the Energy Conservation and Regulation Branch reflect its responsibility associated with the preparation, formulation, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *.4 yr/yr.*

PERMANENT. Cut-off each fiscal year.
 Transfer to EOP Depository when 2 years old.
 Transfer to FRC when 2 years old. *P. Richter, NIRC*
~~Offer to NARS when 8 years old.~~
Transfer to NARA when 30 years old. 9/12/88

Verbal concurrence of
 Nell Doering, Records
 Officer, EOP, received
 9/6/88

Division Office Records

9. Division Office Program Records. The Division Office program records consist of items that are handled at the Division Office level and cover broad areas of responsibility not covered at the branch level. (Arranged alphabetically by subject). *• 1/11/35*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter, NIRC*~~Offer to NARS when 20 years old.~~ *9/12/88**Transfer to NARA when 30 years old.*

10. Division Office Budgetary Records. Budgetary records of the Division reflect its responsibility associated with the preparation, formulations, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (arranged by agency and alphabetically by subject thereunder). *1/11/35*

PERMANENT.

Cut-off each fiscal year.

Transfer to EOP Depository each fiscal year.

Transfer to FRC each fiscal year.

~~Offer to NARS when 20 years old.~~*P. Richter, NIRC**9/12/88**Transfer to NARA when 30 years old.*
Branch Records

11. Special Project Program Records. Program records of Special Projects reflect its responsibility to review, manage or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the unit. (Arranged by agency and alphabetically by subject thereunder). *• 1/11/35*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old.

~~Offer to NARS when 20 years old.~~*P. Richter, NIRC**9/12/88**Transfer to NARA when 30 years old.*

Verbal concurrence of Nell Doering, Records Officer, EOP received 9/16/88.

12. Special Projects Budgetary Records. Budgetary records of Special Projects reflect its responsibility associated with the preparation, formulations, and execution of the Federal budget of its assigned agencies. The records include those items prepared or received that are directly associated to the established budget process. (Arranged by agency and alphabetically by subject thereunder). *3 ft/yr.*

PERMANENT.

Cut-off each fiscal year.

Transfer to EOP Depository each fiscal year.

Transfer to FRC each fiscal year. *P. Richter NIRC*

~~Offer to NARS when 20 years old.~~ *9/12/88*

Transfer to NARA when 30 years old.

13. Army Branch Program Records. Program records of the Army Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder).

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. *P. Richter NIRC*

~~Offer to NARS when 20 years old.~~ *9/12/88*

Transfer to NARA when 30 years old.

14. Navy Branch Program Records. Program records of the Navy Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.75 ft/yr.*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old.

~~Offer to NARS when 20 years old.~~

*P. Richter NIRC
9/12/88*

Transfer to NARA when 30 years old.

Verbal concurrence of Nell Doering, Records Office, EOP, received 9/6/88.

15. Air Force Branch Program Records. Program records of the Air Force Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.75 \$/yr*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. P. Richter NIRE

~~Offer to NARS when 20 years old.~~ 9/12/88

Transfer to NARA when 30 years old.

16. Personnel Policy Branch Program Records. Programs records of the Personnel Policy Branch reflect its responsibility to review, manage, or provide assistance to its assigned agencies and/or other major functional areas. The records include program-related memoranda, memoranda to and from the heads of agencies and other written communications pertinent to the activities, operations, and responsibilities of the branch. (Arranged by agency and alphabetically by subject thereunder). *.25 \$/yr*

PERMANENT.

Cut-off every 2 years.

Transfer to EOP Depository when 2 years old.

Transfer to FRC when 2 years old. P. Richter NIRC

~~Offer to NARS when 20 years old.~~ 9/12/88

Transfer to NARA when 30 years old.

Verbal concurrence of Neel Doering, Records Officer, EOP, received 9/6/88.

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