

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

READ IN CO 2 FEB 79 NWML

LEAVE BLANK	
DATE RECEIVED 8 FEB 1979	JOB NO. NCI-51-79-3
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.	
3-13-79 <i>James B. Rhoads</i> Date Archivist of the United States	

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

- FROM (AGENCY OR ESTABLISHMENT)
Executive Office of the President
- MAJOR SUBDIVISION
Office of Administration OMB
- MINOR SUBDIVISION
**Transportation, Commerce and Housing
Information Management and Services Division**
- NAME OF PERSON WITH WHOM TO CONFER
Nell Doering
- TEL. EXT.
395-3914
- 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 NWD
(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 Transportation, Commerce, and Housing Division	<i>NC-51-768 NC-51-761/</i>	

18 items

*Copy to agency 14 Mar 79
Copy to NEW, NNS NWA 3/15/79 pl*

RECORDS OF THE TRANSPORTATION, COMMERCE, AND HOUSING
DIVISION

Records Common to the Division Office and Branches

1. Administrative Records. The administrative records relate to the internal organization and management of the Division or Branch, including chronological files, work plans, and related records.

TEMPORARY. Cut-off every 2 years.
 Destroy when 2 years old.

2. Correspondence Records. The correspondence records consist of routine inquiries (from the public, referrals from the White House, Congress, and other Government agencies), replies thereto, background materials for formal informational releases and other correspondence in which no unusual administrative decisions, policies, or efforts are involved.

TEMPORARY. Cut-off every 2 years.
 Destroy when 2 years old.

3. Legislative Information Records. The legislative clearance records consist of copies of correspondence from Congress and other Government agencies, including printed materials.

TEMPORARY. Cut-off at end of each Congress.
 Destroy when 2 years old.

The Legislative Reference Division maintains the permanent records on all legislative clearance records.

4. Executive Order and Proclamation Information Records. The executive order and proclamation records include copies of materials on clearance, preparation, presentation, and publication.

TEMPORARY. Cut-off every 2 years.
 Destroy when 2 years old.

The General Counsel's Office maintains the permanent records on all executive orders and proclamations.

5. General Accounting Office Reports Records. The GAO reports records are extra copies for reference purposes only and require no action by the Division.

TEMPORARY. Cut-off every 2 years.
 Destroy when 2 years old.

GAO reports requiring action by the Division are maintained in the Branches as part of the program records.

A control set of GAO reports is maintained by the Director's Office Mail Unit. These records are disposable when 5 years old. (NN 173 238)

6. Program Reference Material. The program reference material consists of extra copies of record materials retained solely for convenience of reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda, reports, studies, preliminary worksheets and informal notes that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed; abstracts of correspondence, route slips, and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other Government agencies, commercial firms, or private institutions, which require no action or supplement the official record.

TEMPORARY. Cut-off every 2 years.
 Destroy when 2 years old.

7. Personal Papers. 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.

TEMPORARY. Dispose when no longer needed.

8. PROJECT RECORDS.

Civil Aeronautics Board (CAB) International Air Cases. The CAB International Air Cases consist of copies of the air cases from CAB and correspondence relating to the clearance process.

TEMPORARY. Close files when Presidential decisions are made.
Transfer to EOP Depository when 2 years old.
Transfer to FRC when 2 years old.
Destroy when 4 years old.

9. Budgetary Records. The budgetary records consist of copies of periodic reports from various Government agencies such as; Budget Execution reports and Statements of Financial Condition; and copies of various other documents.

TEMPORARY. Cut-off each fiscal year.
Transfer to EOP Depository when 2 years old.
Transfer to FRC when 2 years old.
Destroy when 4 years old.

Division Office Records

10. 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). *.2 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.

Branch Records

11. Transportation Branch Program Records. Program records of the Transportation 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.) *1.5 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.

12. Transportation Branch Budgetary Records. Budgetary records of the Transportation 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). *2.25 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.

13. Commerce Branch Program Records. Program records of the Commerce 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 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.

14. Commerce Branch Budgetary Records. Budgetary records of the Commerce 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 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.

15. HUD Branch Program Records. Program records of the HUD 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). *2.5 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.

16. HUD Branch Budgetary Records. Budgetary records of the HUD 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).

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.

3.25 ft/yr