

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975	JOB NO. NC - 51-76-4
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.	
Date 9-15-75	<i>James B. Rhoads</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 Management and Budget
3. MINOR SUBDIVISION
Office of the Director - Records Section

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

5. TEL. EXT. Code
103 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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

August 20, 1975 *Melvin Marzen* **Record Officer**
(Date) (Signature of Agency Representative) (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 Economics and Government Management Division, Office of Management and Budget		

*Copy to Agency 9-16-75 CV
Amendments authorized by Ms. Doering,
OMB Records Section. Action 35475*

13 items

ECONOMICS AND GOVERNMENT MANAGEMENT DIVISION

The Economics and Government Management Division is responsible for the conduct of major management studies and program analysis in concert with the Economics and General Government and Economic Policy Divisions. In particular, the Division has responsibility for providing staff advice to the Associate Director and the Director on major agency objectives of Presidential significance as presented by the Departments of Commerce, Justice, Transportation, and Treasury, as well as the Civil Service Commission, General Services Administration, and Small Business Administration. On a regular basis the Division also reviews the organization, management systems, program effectiveness, and efficiency in such areas as criminal justice, the national transportation system, economic and fiscal policy, the service systems of the Federal Government (personnel and property management), and the support of small and minority businesses.

ECONOMICS AND GOVERNMENT MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<p><u>1. ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Economics and Government Management Division.</p> <p>(a) Chronological file Organization - Work Plans</p> <p>(b) Personnel and Training Travel</p> <p>(c) Noncurrent Record Transfers (OMB Form 56)</p>	<p>MD/EG</p>	<p>(a) Temporary - Retire to Record Section <i>for disposal</i> when 2 years old. Record Section will retain until no longer needed for administrative or reference purposes. Start new file every 2 years.</p> <p>(b) Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, <i>whichever is sooner.</i> Start new file every 2 years.</p> <p>(c) Retain - <i>Non-Record</i> Permanent reference copy. <i>Office</i> Dispose when obsolete or superseded.</p>
<p><u>2. BUDGETARY RECORDS</u></p> <p>Reference copies of budgetary records.</p>	<p>MD/EG</p>	<p>Temporary - Non-record Retain - do not send to Record Section. Dispose when <i>obsolete or</i> no longer needed for current business, <i>whichever is sooner.</i> Start new file each fiscal year.</p>

ECONOMICS AND GOVERNMENT MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p>	<p>APP 2008/yr</p>	
<p>Records relating to the MD/EG's responsibility to improve the management of its assigned agencies. This responsibility includes "Management by Objectives" and Management Studies of major policy issues and problem areas.</p>	<p>MD/EG</p>	
<p>(A) <u>Management by Objectives</u></p> <ul style="list-style-type: none"> Department of Commerce Civil Service Commission General (overall) General Services Administration Department of Justice Small Business Administration Department of Transportation Department of the Treasury 		<p>(A) Permanent - Close files at end of every 2 years. Retire to Record Section 6 months after closing. transfer ^{offer} to NARS when <u>8</u> years old. Start new file every 2 years.</p>
<p>(B) <u>Management Studies</u></p> <ul style="list-style-type: none"> Border Economic Development (Bellmon) General Revenue Sharing Incentives Law Enforcement Assistance Administration Management Minority Business Enterprise Office of Minority Business Enterprise/Small Business Administration Taxpayer Compliance 		<p>(B) Permanent - Close file when study is completed. Retire completed studies to Record Section every 2 years. transfer ^{offer} to NARS when <u>8</u> years old. Start new file for each new study.</p>
<p>(C) <u>General</u></p> <p>Records relating to the MD/EG's overall management responsibilities by subject.</p>		<p>(C) Permanent - Close files at end of every 2 years. Retire to Record Section 6 months after closing. transfer ^{offer} to NARS when <u>8</u> years old. Start new file every 2 years.</p>

Description	Location of Record	Authorized disposition
<p>4. <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>	<p>MD/EG</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>5. <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>6. <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>		

ECONOMICS AND GOVERNMENT MANAGEMENT DIVISION

Description	Location of Record	Authorized disposition
<u>7 LEGISLATIVE RECORDS</u>		
Legislative clearance items including printed materials and related correspondence.	(R) Legislative Reference Division	Permanent - See LRD schedule.
	(R) All Other Copies	Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.
<u>8 EXECUTIVE ORDER AND PROCLAMATION RECORDS</u>		
Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.	(R) Executive Order Records Legislative Reference Div.	Permanent - See LRD schedule
	(R) All other copies	Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, ^{whichever is sooner,} Start new file every 2 years.
<u>9 NONOFFICIAL PAPERS</u>		
Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an CMB 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 pertains 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 are non-official papers. <i>MD/EG</i>	MD/EG	Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.