

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975 NC -	JOB NO. 51-76-11
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 <i>12-2-75</i> <i>James B. Rhoads</i> <i>Archivist of the United States</i>	

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 *Economics and Government Div.*
~~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 ~~54~~ 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

Nell Doering
(Signature of Agency Representative)

Record Officer

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 Division, Office of Management and Budget		
<i>Copy to Agency 128-7500</i>			<i>92 items</i>

Economics and Government Division

The Economics and Government Division is responsible for the review and examination of budget requests, programs, management, operations and legislative proposals of four departments; Commerce, Justice, Transportation, and Treasury; four major independent agencies; Civil Service Commission, General Services Administration, Postal Service, and Small Business Administration; five independent regulatory agencies; Civil Aeronautics Board, Federal Maritime Commission, Federal Trade Commission, Interstate Commerce Commission, the Securities and Exchange Commission; and some forty independent agencies and Presidential staff offices. On a continuing basis, the Division gives attention to policies, programs, and budgetary and legislative issues regarding such wide ranging matters as economic and fiscal policy, domestic and international trade, law enforcement including the interdiction and control of illicit drugs, criminal justice, and national transportation policies.

Description

Location of Record

Authorized disposition

1. ADMINISTRATIVE RECORDS

Correspondence relating to the internal organization and management of the

EG - Division Office

Temporary - Retire to Record Section when 2 years old. Record Section will retire until no longer needed for administrative or reference purposes. Start new file every 2 years.

a. Chronological file
Organization -
Work Plans

b. Personnel and Training
Travel

c. Noncurrent Record Transfers (OMB Form 56)

Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, *whichever is sooner*. Start new file every 2 years.

~~Retain - Non-record office~~ Permanent reference copy *Dispose of when obsolete or superseded*

2. BUDGETARY RECORDS

Reference copies of budgetary records.

EG - Division Office

Temporary - ~~Retain~~ do not send to Record Section. *obsolete or* Dispose when no longer needed for current business, *whichever is sooner*. Start new file each fiscal year.

3. PROGRAM RECORDS

Reference copies of program-related memoranda, studies, letters, etc., to the Director and others on individual programs or issues; study reports.

EG - Division Office

Temporary - Retain - do not send to Record Section. Dispose when no longer needed for current business. Start new file every 2 years.

Description	Location of Record	Authorized disposition
<p>1. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division</p> <p>b. All Other Copies</p>	<p>Permanent - See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>5. <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>b. All Other Copies</p>	<p>Permanent - See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p>6. <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 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.</p>		<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

Description	Location of record	Authorized disposition
<p>7. <u>ADMINISTRATIVE RECORDS</u></p>	<p>Transportation Branch</p>	
<p>Correspondence relating to the internal organization and management of the Transportation Branch.</p>		
<p>9. [Action list Chron file Field trips Personnel Travel Work plans</p>		<p>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>10. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain Office Permanent <i>Non-record</i> reference copy <i>Dispose of when obsolete or superseded</i></p>

Description	Location of Record	Authorized Disposition
<p>9. <u>BUDGETARY RECORDS</u></p> <p>Budgetary records maintained by the Community Branch <i>Transportation Branch</i> reflect the budget process according to the fiscal year involved.</p>		
<p>2. <u>Budget Formulation and Preparation</u></p>		
<p>1) <u>Ceiling Letter</u></p> <ul style="list-style-type: none"> - Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p><i>Transportation Branch Copy</i></p> <p>(9)</p> <p>(b) All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p>2) <u>Spring Planning Review</u></p> <ul style="list-style-type: none"> - Director's Review - Presidential Review 	<p>(9) Budget Review Division</p> <p>(b) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>b. Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> - Agency submission and justification - Claims and judgments 	<p>(1) Budget Review Division</p>	See BRD Schedule.
	<p>(2) All other copies</p>	<p>Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<u>c. Budget Execution</u>		
<ul style="list-style-type: none"> - SF 132 - Apportionments and Reapportionment Schedules 	<p><i>Transportation</i> Branch Copy</p>	<p>Permanent - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Offer to NARS when <u>8</u> years old. Start new files for each fiscal year involved.</p>
<u>d.</u>		
<ul style="list-style-type: none"> - SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions 	<p><i>Transportation</i> Branch Copy</p>	<p>Temporary - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new files for each fiscal year involved.</p>
	<p>(2) Budget Review Division</p>	See BRD Schedule.

EG-Transportation Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
The <u>Transportation Branch</u> is responsible for maintaining budgetary records for the following agencies:		
<u>Department of Transportation</u>		
<ul style="list-style-type: none"> Office of the Secretary Coast Guard Federal Aviation Administration Federal Highway Administration National Highway Traffic Safety Administration Federal Railroad Administration <ul style="list-style-type: none"> Alaska Railroad National Railroad Passenger Corporation (Amtrak), Grants to Urban Mass Transportation Administration St. Lawrence Seaway Development Corporation 		
<u>Independent Agencies</u>		
<ul style="list-style-type: none"> Aviation Advisory Commission (cont FY 1975) Civil Aeronautics Board Highway Beautification Commission on (cont FY 1975) Interstate Commerce Commission US Railway Association National Transportation Safety Board (incl. FY 1975) 		

EG- Transportation Branch

Description	Location of Record	Authorized disposition
<p>9. a. <u>PROGRAM RECORDS</u></p> <p>The programs of the <u>Transportation Branch</u> are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p> <p><u>Department of Transportation</u></p> <p><u>Office of the Secretary</u></p> <ul style="list-style-type: none"> Auto Insurance Compensation Study Bay Area Rapid Transit Impact Study California Employment Deregulation Determination Orders Evaluation FSS Study Relating to Air Transportation National Transportation Policy National Transportation Study New Technology Initiatives Program Reductions Research and Development Special Revenue Sharing (overall) <p><u>Coast Guard</u></p> <ul style="list-style-type: none"> Coast Guard - General Contingency Plan Determination Orders Environmental Program - General Icebreaker Requirements Kodiak, Alaska Base Medical File Medical Services for Coast Guard Military Pay Increases Radio Navigation Recruiting File - Atlanta University Registration Tax (Boats) Selected Reserve Water Supply & Pollution Control Women Reserve File Vessel Traffic System 	<p>Transportation Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire closed files ^{closed files} and 1977 to Record Section, after 6-30-76 ^{offer} transfer to NARS when <u>8</u> years old. Start new files every 2 years.</p>

EG Transportation Branch

Description	Location of Record	Authorized disposition
<p><u>Federal Highway Administration</u> Alaska Highway Appalachian Highway Program Correspondence - General Fairbank Research Station Federal-aid Highways Forest and Public Lands Highways General Litigation (Missouri Suit) Management Systems Political Casework Safety Improvements and Rail Crossings</p>		
<p><u>National Highway Traffic Safety Administration</u></p> <p>Alcohol Countermeasures General Highway Safety No Fault Insurance State and Community Highway Safety Program Priorities Tire Safety Traffic & Motor Vehicle Safety US Pilot Study for Road Safety - (NATO)</p>		

EG - Transportation Branch

Description	Location of Record	Authorized disposition
<p><u>Federal Aviation Administration</u></p> <p>Aerosat</p> <p>Air Traffic Control</p> <p>Airfares for the Elderly</p> <p>Airport Airway Cost Allocation Study</p> <p>Airport Certification</p> <p>Airport Development Acceleration Program (ADAP)</p> <p> Data</p> <p> General</p> <p> State Aviation Program</p> <p>Airport Grant Program</p> <p>Anti-Skyjacking Program</p> <p>Aviation and Government Reorganization</p> <p>Cost Allocation Study</p> <p>Dulles Access Road</p> <p>Engineering and Development</p> <p>Emissions</p> <p>Facilities and Equipment</p> <p>Flight Service Station Report</p> <p>Flight Service Stations</p> <p>Funding Mechanism for Transportation Systems - Center</p> <p>General Program File</p> <p>Head Tax Study</p> <p>Interagency Group on International Aviation</p> <p>Miami Jetport</p> <p>National Airport System Plan</p> <p>National Capital Airports</p> <p>Noise Retrofit (Notice of Proposed Rule Making)</p> <p>Office of Aviation Medicine</p> <p>Office of Training</p> <p>Personnel Reductions</p> <p>Philadelphia Airport</p> <p>Preclearance Study</p> <p>Radars</p> <p>Research & Development Programs - Noise</p> <p>Short Take-off and Landing Aircraft (STOL)</p> <p>Skyjacking</p> <p>Specific Airports</p> <p>St. Louis Airport</p> <p>Supersonic Transport</p> <p>Supersonic Transport Amendments</p> <p>Supersonic Transport (SST) Program Files</p>		

EG- Transportation Branch

Description	Location of Record	Authorized disposition
<u>Federal Railroad Administration</u> Alaska Railroad AMTRAK (General) AMTRAK (overall) Creation of AMTRAK Eastern Railroad Crisis General High Speed Ground Research and Development N.E. Corridor Implementation N.E. Rail (overall) OMB Analysis AMTRAK Post 1973 AMTRAK System Railroad Disaster Policy Railroad Emergency Assistance Staff Papers		
<u>Urban Mass Transportation Administration</u> Capital Grant Guidelines Formulation Operating Subsidies General Mass Transportation - General Unified Transportation Assistance Program Urban Transportation Policy Reassessment Activities		
<u>St. Lawrence Seaway Development Corporation</u> Financing Problems Program (General)		
<u>Civil Aeronautics Board</u> Air Cargo Charter Floor Charter Rate Floor Circular A-44 Report Civil Aeronautics Research & Development (Card) study Environment Fly U. S. Flag General Program International Air Policy International Aviation Policy Review Pan Am - TWA Subsidy Regulation of Foreign Rates Regulatory Reform Subsidies Trucking Regulatory Modernization		

EG- Transportation Branch

Description	Location of Record	Authorized disposition
<u>Interstate Commerce Commission</u> Circular A-44 Report Civil Rights Railroad Freight Regulatory Merger Regulatory Reform Transportation Deregulation Transportation Economics		

EGD - Transportation Branch

Description	Location of Record	Authorized disposition
<p>9. <u>PROGRAM RECORDS</u></p> <p>6. Project-related memoranda, studies, letters, etc (includes memoranda to the Director and others on specific projects or groups of projects)</p> <p><u>Civil Aeronautics Board (CAB) International Air Cases</u></p> <p>Section 801 of the Federal Aviation Act and part 213 of CAB's Economic Regulations require Presidential approval for the issuance, denial, transfer or other changes in certification cases which involve international routes and approval of decisions in international fares and scheduling. This includes air transportation to or within the United States territories. It applies to both foreign air carriers operating in this country and to U.S. carriers operating abroad. This authority does not extend to domestic route certificates. CAB submits proposed order to the President through OMB.</p> <p>These records include the following OMB clearance process:</p> <ul style="list-style-type: none"> - OMB staff function of obtaining and summarizing agency views of these cases for the President. - Preparation of memorandum to the President which summarizes proposed CAB order and reflects agency positions as well as OMB's recommendations. (Also other White House memoranda). - Copy of Presidential Decision is sent to OMB the day decision is made. - OMB telephones CAB same day decision is made. - White House forwards copy of order to CAB. <p>These are repetitive decisions (2 to 5 years). Written comments of agencies are transmitted to the White House only when the case is controversial or complicated.</p>	<p>Transportation Branch</p>	<p>Temporary -</p> <p>Close files as Presidential decisions are made.</p> <p>Retire closed files to Record Section every second calendar year.</p> <p>Record Section will dispose when 4 years old.</p> <p>Start new files as cases are received.</p>

Description	Location of Record	Authorized disposition
<p>10. <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>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>11. <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>12. <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>		

Description	Location of Record	Authorized disposition
<p>13. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division</p> <p>b. All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>14. <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>b. All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p>15. <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 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.</p>		<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

Description	Location of Record	Authorized disposition
<p>16. ADMINISTRATIVE RECORDS</p> <p>Correspondence relating to the internal organization and management of the Commerce Branch.</p> <p>a. [Action List Chron file Personnel Travel</p>	<p>Commerce Branch</p>	<p>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>17. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain in Office <i>Non-record</i> Permanent reference copy <i>Dispose of when obsolete or superseded</i></p>

Description	Location of Record	Authorized Disposition
<p>17. <u>BUDGETARY RECORDS</u></p> <p>Budgetary records maintained by the Community Branch Commerce Branch reflect the budget process according to the fiscal year involved.</p>		
<p>2. <u>Budget Formulation and Preparation</u></p>		
<p>(1)</p> <ul style="list-style-type: none"> - Ceiling Letter - Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p>(a) Branch Copy</p> <p>(b) All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p>(2)</p> <ul style="list-style-type: none"> - Spring Planning Review - Director's Review - Presidential Review 	<p>(a) Budget Review Division</p> <p>(b) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>

E.G- Commerce Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The <u>Commerce Branch</u> is responsible for maintaining budgetary records for the following agencies:		
<u>Department of Commerce</u>		
Office of the Secretary Social and Economic Statistics Administration Economic Development Administration Regional Action Planning Commissions Coastal Plains Four Corners New England Old West Ozarks Pacific Northwest Upper Great Lakes		
Domestic and International Business Administration		
National Industrial Pollution Control Council (out FY 1975)		
Office of Foreign Direct Investments Regulation (out FY 1975)		
Office of Minority Business Enterprise (change FY 1976)		
US Travel Service		
National Bureau of Fire Prevention and Control Administration (change FY 1976)		
National Bureau of Standards		
National Oceanic and Atmospheric Administration		
National Technical Information Service		
Office of Telecommunications		
Office of State Technical Services } (out FY 1975)		
Patent Office (change FY 1976)		
U.S. Trademark		
Maritime Administration		
<u>Department of Defense - Civil</u>		
The Panama Canal		
Canal Zone Government		
Panama Canal Company		
<u>Executive Office of the President</u>		
Council of Economic Advisors		
<u>Independent Agencies</u>		
Federal Maritime Commission		
Marine Mammal Commission		
National Committee on Productivity (out FY 1975)		
Renegotiation Board		
Small Business Administration (except Disaster Assistance)		
US Postal Service		
<u>Temporary Study Commissions</u>		
Commission on American Shipbuilding (out FY 1975)		
National Commission on Consumer Finance (out FY 1975)		
National Commission on Fire Prevention and Control (out FY 1975)		
National Commission on Productivity and Work Quality (change FY 1976)		
National Tourism Resources Review Commission (out FY 1975)		
Commission on Federal Paperwork (new FY 1976)		

EG - Commerce Branch

Description	Location of Record	Authorized disposition
<p>18. <u>PROGRAM RECORDS</u> The programs of the <u>Commerce Branch</u> are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p> <p><u>DEPARTMENT OF COMMERCE</u> Domestic and International Business Administration General Economic Development Administration General Economic Adjustment Act (Bellmon Study) Indian Economic Development Public Works Impact Program (PWIP) Public Works Legislation Maritime Administration General Cargo Preference Legislation Ship Mortgage Insurance-General Program Federal Fire/Radar Schools MARAD Program Evaluation Report Shipbuilding Capability Surveys/Reports National Bureau of Standards General National Oceanic and Atmospheric Administration General GAO Reports (Temporary) Office of Foreign Direct Investments Regulation General Office of the Secretary General Energy Related Material Commerce Publications NACOA (National Advisory Committee on Oceans and Atmosphere) Minority Business Enterprise General Regionalization and Reorganization OMBE Contract-Black Economic Union (BEU) Performance Management System (PMS) Office of Telecommunications General Patent and Trademark Office General Regional Action Planning Commissions General Regional Commissions Phase-out</p>	<p>Commerce Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire closed files closed files and 1991 to Record Section after 6-30-76 Transfer to NARS when <u>8</u> years old. Start new files every 2 years.</p>

EG - Commerce Branch

Description	Location of Record	Authorized disposition
Social and Economic Statistics Administration General C.I.F. Import Statistics Program Census Confidentiality Deferral of 1974 Census of Agriculture Travel Service General U.S.T.S. Measurement System		
<u>EXECUTIVE OFFICE OF THE PRESIDENT</u>		
Council of Economic Advisors General		
<u>DEPARTMENT OF DEFENSE-CIVIL</u>		
Panama Canal Company and Canal Zone Government General Toll Increase (folder 1) Toll Increase (folder 2) GAO Reports (Temporary)		
<u>INDEPENDENT AGENCIES</u>		
Marine Mammal Commission General		
Maritime Commission General		
Renegotiation Board General		
Small Business Administration (except Disaster Assistance) General Handicapped Assistance Loan Program Forest Service/Federal Timber Set-Aside Program Pollution Control Correspondence GAO Reports (Temporary) Report of Interagency Study Group Re H.R. 92-943		
Mushroom-Processing Industry SBA/OMBE Program Objectives U. S. Postal Service General Postal Rate Increases Corps of Engineers GAO Reports (Temporary)		
<u>TEMPORARY STUDY COMMISSIONS</u>		
National Commission on Fire Prevention and Control General National Technical Information Service		

EG- Commerce Branch

Description	Location of Record	Authorized disposition
General Productivity Commission General Tourism Commission General		
<u>OTHER</u>		
National Science Foundation General Social Research & Development Study		

Description	Location of Record	Authorized disposition
<p>19. <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>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>20. <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>21. <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>		

Description	Location of Record	Authorized disposition
<p>22. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>23. <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><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p>24. <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 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.</p>		<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

Description	Location of record	Authorized disposition
<p>25. <u>ADMINISTRATIVE RECORDS</u> Correspondence relating to the internal organization and management of the Treasury-Justice Branch.</p> <p>a. [Activity Reports Chron file Field Trip Reports Personnel Program objectives Travel Work projects</p>	<p>Treasury-Justice Branch</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>b. Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain Permanent reference copy Non-record. Dispose of when obsolete or superseded.</p>

26.

Description

Location of Record

Authorized Disposition

BUDGETARY RECORDS

Budgetary records maintained by the ~~Community Branch~~ *Treasury-Justice Branch* reflect the budget process according to the fiscal year involved.

2.

Budget Formulation and Preparation

(1)

Ceiling Letter

- Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11)
- Appeals
- Allowance Letter
- Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)

(9) Branch Copy

(15) All other copies

Permanent -
 Close files at end of each fiscal year involved.
 Retire closed files to Record Section every second fiscal year.
 Offer to NARS when 8 years old.
 Start new files for each fiscal year involved.

Temporary -
 Do not retire to Record Section.
 Dispose when obsolete or no longer needed for current business, whichever is sooner.

(2)

- Spring Planning Review
- Director's Review
- Presidential Review

(9) Budget Review Division

(15) All other copies

See BRD Schedule.

Temporary -
 Do not retire to Record Section.
 Dispose when obsolete or no longer needed for current business, whichever is sooner.

Description

Location of Record

Authorized disposition

BUDGETARY RECORDS (continued)

b. Supplemental and Amended Budget Requests and Estimates

- Agency submission and justification
- Claims and judgments

(1) Budget Review Division

See BRD Schedule.

(2) All other copies

Temporary -
Do not retire to Record Section.
Dispose when obsolete or no longer needed for current business, whichever is sooner.

c. Budget Execution

- SF 132 - Apportionments and Reapportionment Schedules

Branch Copy

Permanent -
Close files at end of each fiscal year involved.
Retire closed files to Record Section every second fiscal year.
Offer to NARS when 8 years old.
Start new files for each fiscal year involved.

- d.
- SF 133 - Report on Budget Execution
 - SF 220, 221, 222 - Statements of Financial Condition
 - Material for special message on deferrals and rescissions

(1) Branch Copy

Temporary -
Close files at end of each fiscal year involved.
Retire closed files to Record Section every second fiscal year.
Record Section will dispose when 4 years old.
Start new files for each fiscal year involved.

(2) Budget Review Division

See BRD Schedule.

EG-TJ

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The Treasury-Justice Branch is responsible for maintaining budgetary records for the following agencies:		
<u>Department of the Treasury</u>		
<ul style="list-style-type: none"> Office of the Secretary Office of Revenue Sharing (new FY 1976) Bureau of Government Financial Operations (new FY 1976) Bureau of Accounts (out FY 1975 repl. by BGFO) Office of the Treasurer (out FY 1975 repl. by BBEFO) Bureau of Alcohol, Tobacco and Firearms US Customs Service Bureau of Engraving and Printing Bureau of the Mint Bureau of the Public Debt Internal Revenue Service US Secret Service Office of the Comptroller of the Currency Interest on the Public Debt General Revenue Sharing Environment Financing Authority Exchange Stabilization Fund Federal Financing Bank 		
<u>Department of Justice</u>		
<ul style="list-style-type: none"> General Administration Office of the Attorney General Office of the Special Prosecutor Pardon Attorney US Parole Board Legal Activities US Attorneys US Marshalls Federal Bureau of Investigation Immigration and Naturalization Service Federal Bureau of Prisons Federal Prison Industries, Inc. Law Enforcement Assistance Administration Drug Enforcement Administration 		
<u>The Judiciary</u>		
<ul style="list-style-type: none"> Administrative Office of the US Courts Supreme Court of the United States Court of Customs and Patent Appeals Customs Court Court of Claims Courts of Appeals, District Courts, and Other Judicial Services Federal Judicial Center Commission on Bankruptcy Laws of the US Judiciary Trust Funds Space and Facilities Appellate Revision Commission 		

EG-72

Description

Executive Office of the President

Council on Wage and Price Stability (new FY 1975)

Independent Agencies

Administrative Conference of the United States
Board of Governors of the Federal Reserve System
Emergency Loan Guarantee Board
Federal Deposit Insurance Corporation
Federal Election Commission (new FY 1976)

Federal Trade Commission

National Credit Union Administration
Securities and Exchange Commission

Temporary Study Commissions

Commission on Financial Structure and Regulations
Commission on the Review of a National Policy Toward Gambling
Joint Commission on the Coinage
National Commission on Electronic Fund Transfers (new FY 1976)
National Commission for the Review of Federal and State Laws Relating
to Wiretapping and Electronic Surveillance
National Commission on Individual Rights (out FY 1975)

ECONOMICS AND GOVERNMENT DIVISION - TREASURY-JUSTICE BRANCH

Description	Location of Record	Authorized disposition
<p>27. <u>PROGRAM RECORDS</u></p>		
<p>The programs of the Treasury-Justice Branch are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p>	<p>Treasury-Justice Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years Retire and 1974 <i>Closed Files 5/12/5979</i> to Record <i>psfey</i> Section after 6-30-76 Transfer to N/RS when</p>
<p><u>Department of the Treasury - General</u></p>		<p><u>8</u> years old.</p>
<p>Anti-hijacking Program</p>		<p>Start new files every</p>
<p>Civil Rights Questionnaire</p>		<p>2 years.</p>
<p>Contract Compliance</p>		
<p>Eisenhower College Grants</p>		
<p>Eisenhower College</p>		
<p>Claims, Judgements and Relief Acts</p>		
<p>Environmental Financing Authority - General</p>		
<p>Executive Level Positions</p>		
<p>Federal Financing Authority</p>		
<p>Federal Financing Bank</p>		
<p>Federal Law Enforcement Training Center-General</p>		
<p>General Accounting Office Audit Reports <i>CB</i></p>		
<p>New Federalism in Tax Administration</p>		
<p>OMB Objectives (Management by Objective)</p>		
<p>Ownership of Gold</p>		
<p>Presidential Election Campaign</p>		
<p>Reconciliation of Circulars (A-54; 70; 76; 94;</p>		
<p>104)</p>		
<p>Reorganization Plan #2</p>		
<p>Determination Order</p>		
<p>Working Papers</p>		
<p>Treasury Department - General</p>		
<p>U. S. Savings Bond Program</p>		
<p><u>Bureau of Alcohol, Tobacco and Firearms-General</u></p>		
<p><u>U. S. Customs Service</u></p>		
<p>Customs Facilities at Kansas City and St. Louis</p>		
<p>Drug Control</p>		
<p>General</p>		
<p>Mexican Border Study</p>		
<p>Police-type Vehicles</p>		
<p>World Trade Center</p>		
<p><u>Bureau of Engraving and Printing - General</u></p>		

EG - TJ

Description	Location of Record	Authorized disposition
<u>Bureau of the Mint</u> Aluminum Pennies General - New Denver Mint Restoration of the San Francisco Mint		
<u>Internal Revenue Service</u> Economic Stabilization Program Denver, Colorado General Geocoding Tax Returns Seigniorage Issue		
<u>U. S. Secret Service</u> Foreign Dignitary Protection General		
<u>Office of the Comptroller of the Currency-General</u>		
<u>Interest on the Public Debt</u>		
<u>General Revenue Sharing</u>		
<u>Department of Justice - General</u> Anti-Hijacking Antitrust Division - General Border Security Community Relations Service Criminal Justice Information Systems Review Freedom of Information General Accounting Office Audit Reports <i>RB</i> Juvenile Delinquency National Narcotics Intelligence Center Office of Drug Abuse Law Enforcement Project SEARCH Reorganizations (1971-1972) Reorganization Briefing Reorganization Plan No. 2 Special Action Office for Drug Abuse Prevention Wounded Knee - 1973		
<u>U. S. Attorneys & Marshals: General</u>		
<u>Federal Bureau of Investigation</u> Computerized Criminal Histories Fingerprint Processing General		
<u>Immigration and Naturalization Service</u> Border Study General Illegal Aliens Preclearance Study of Inspections at Ports-of-Entry		

EG-TT

Description	Location of Record	Authorized disposition
<u>Federal Bureau of Prisons</u> General Performance Measurement System Project		
<u>Law Enforcement Assistance Administration</u> Fund Flow and Control Problem General Management Study Monagan Report - 1973 Special Revenue Sharing		
<u>Drug Enforcement Administration</u> Cross Designation as Customs Officers General Narcotics Crime Organized Crime - Performance Measurement System Reports Research & Statistics		
<u>The Judiciary</u> Commission on Bankruptcy Laws General		
<u>Executive Office of the President</u> Council on Wage and Price Stability		
<u>Independent Agencies</u> Administrative Conference of the United States - General Board of Governors of the Federal Reserve System - General Emergency Loan Guarantee Board - General Federal Deposit Insurance Corporation-General		
Federal Trade Commission General Management Improvement Report (Cir.A-44) Management Study Statistical Program Securities and Exchange Commission Commodity Regulation General		

EG-TJ

Description	Location of Record	Authorized disposition
<p><u>Temporary Study Commissions</u> Commission on Financial Structure and Regulations - General Commission on the Review of a National Policy Toward Gambling - General National Commission for the Review of Federal and State Laws Relating to Wiretapping and Electronic Surveillance - General</p>		

Description	Location of Record	Authorized disposition
<p>28. <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>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>29. <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>30. <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>		

Description	Location of Record	Authorized disposition
<p>31. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p>32. <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><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p>33. <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 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.</p>		<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

Description	Location of Record	Authorized disposition
<p><i>34.</i> <u>ADMINISTRATIVE RECORDS</u> Correspondence relating to the internal organization and management of the General Management Branch.</p> <p><i>a.</i> [Chronological File Goals and Objectives Travel</p>	<p>General Management Branch</p>	<p>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><i>b.</i> Noncurrent Record Transfers (OMB Form 56)</p>		<p>Retain <i>Non-record.</i> Office permanent reference copy Dispose of when obsolete or superseded.</p>

35.

Description

Location of Record

Authorized Disposition

BUDGETARY RECORDS

Budgetary records maintained by the ~~Community Branch~~ *General Management Br.* reflect the budget process according to the fiscal year involved.

1. Budget Formulation and Preparation

- (1) Ceiling Letter
- Agency Estimate Submissions and Justifications "Official Set" (as required by GMB Circular A-11)
- Appeals
- Allowance Letter
- Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)

(9) Branch Copy

(6) All other copies

Permanent -
Close files at end of each fiscal year involved.
Retire closed files to Record Section every second fiscal year.
Offer to NARS when 8 years old.
Start new files for each fiscal year involved.

Temporary -
Do not retire to Record Section.
Dispose when obsolete or no longer needed for current business, whichever is sooner.

- (2) Spring Planning Review
- Director's Review
- Presidential Review

(9) Budget Review Division

(4) All other copies

See BRD Schedule.

Temporary -
Do not retire to Record Section.
Dispose when obsolete or no longer needed for current business, whichever is sooner.

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>b. Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> - Agency submission and justification - Claims and judgements 	<p>(1) Budget Review Division</p>	<p>See BRD Schedule.</p>
	<p>(2) All other copies</p>	<p>Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<u>c. Budget Execution</u>		
<ul style="list-style-type: none"> - SF 132 - Apportionments and Reapportionment Schedules 	<p>Branch Copy</p>	<p>Permanent - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Offer to NARS when <u>8</u> years old. Start new files for each fiscal year involved.</p>
<u>d.</u>		
<ul style="list-style-type: none"> - SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions 	<p>(1) Branch Copy</p>	<p>Temporary - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new files for each fiscal year involved.</p>
	<p>(2) Budget Review Division</p>	<p>See BRD Schedule.</p>

EG - General Management Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The General Management Branch is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Legislative Branch</u></p> <ul style="list-style-type: none"> Senate House of Representatives Office of Technology Assessment Architect of the Capitol Botanic garden Library of Congress Government Printing Office General Accounting Office Cost-Accounting Standards Board US Tax Court <p><u>Executive Office of the President</u></p> <ul style="list-style-type: none"> Compensation of the President The White House Office Special Projects Executive Residence Official Residence of the Vice President (new FY 1975) Special Assistance to the President Domestic Council Office of Management and Budget Office of Federal Procurement Policy (new FY 1975) <p><u>Funds Appropriated to the President</u></p> <ul style="list-style-type: none"> Economic Stabilization Activities (out FY 1975) Cost of Living Council Emergency Fund for the President (out FY repl. by UPN) Expenses of Management Improvement Unanticipated Personnel Needs (new FY 1975) <p><u>General Services Administration</u></p> <ul style="list-style-type: none"> Public Buildings Service Federal Supply Service National Archives and Records Service Automated Data and Telecommunications Service Property Management and Disposal Service Office of Preparedness Office of Administrator <p><u>Independent Agencies</u></p> <ul style="list-style-type: none"> Advisory Committee on Federal Pay Civil Service Commission 	<p>General Management Branch</p>	

EG - General Management Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u> contd.</p> <p><u>Temporary Study Commissions</u></p> <p>Commission on Executive, Legislative, and Judicial Salaries (out FY 1975)</p> <p>Commission on Government Procurement (out FY 1975)</p> <p>National Study Commission on Records and Documents of Federal Officials (new FY 1975)</p> <p>National Commission on Supplies & Shortages</p> <p>Commission on Federal Paperwork</p>		

EG - General Management Branch

Description	Location of Record	Authorized disposition
<p>36. <u>PROGRAM RECORDS</u></p>		
<p>9. The programs of the General Management Branch are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p>	<p>General Management Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years. Retire Closed files <i>Closed files</i> and 1994 to Record <i>office</i> Section after 6/30/96 Transfer to NARS when</p>
<p><u>Legislative Branch</u> General Senate House of Representatives Office of Technology Assessment Architect of the Capitol Botanic Garden Government Printing Office General Accounting Office Reports and related correspondence Cost-Accounting Standards Board US Tax Court</p>		<p><u>8</u> years old. Start new files every 2 years.</p>
<p><u>Executive Office of the President</u> General EOP Reorganization Federal Property Council Compensation of the President White House Office Special Projects Executive Residence Official Residence of the Vice President Special Assistance to the President Domestic Council Office of Management and Budget Office of Federal Procurement Policy</p>		
<p><u>Funds Appropriated To The President</u> Economic Stabilization Activities Cost of Living Council General Cost of Living Task Force Phaseout Future Action (Phase III, IV, V) Emergency Fund for the President Expenses of Management Improvement Unanticipated Personnel Needs</p>		

Description	Location of Record	Authorized disposition
<p><u>General Services Administration</u></p> <ul style="list-style-type: none"> Civil Rights Activities Co-location Commission on Records and Documents of Federal officials Common services Consumer Information Center Determination Orders Energy Matters Environmental Quality Office of Federal Management Policy Bicentennial Coordination Center Presidential Participation/GSA Transition/Senator Montoyo letter Transition/Congressman Brook Talking Points for Congressional meeting Expenses related to Former President Nixon's transition to private life OEO Reorganization St. Louis Records Center <p><u>Public Buildings Service</u></p> <ul style="list-style-type: none"> General Land Use in the National Capitol Region Federal Energy Office Move AEC/Germantown Facility Real Property Transfers, disposal <p>Building Operations</p> <ul style="list-style-type: none"> Court Security Courts- Court Security (background) Protection Protection of Personal Property Employee Parking Cleaning Contracting Services <p>PBS Appropriation Actions</p> <ul style="list-style-type: none"> Constitutional Issues Construction Issues <p>PBS Capital Investments</p> <ul style="list-style-type: none"> Prospectus Requirements Repair & Alterations 		

Description	Location of Record	Authorized disposition
<p><u>Public Building Service (continued)</u> <u>PBS Capital Investments (continued)</u> Profile Space Inventory Construction Program Seasonality/Economic Impact Transfer of USPS Headquarters to GSA GSA/USPS agreement BOMA Statistics Lease/Purchase Decision</p> <p>PBS Design General</p> <p>PBS Federal Buildings Fund (Current) FPMR Regulations on Public Buildings & Space Mixed-use-planning Public Buildings Amendments of 1972 STBAC and Billing Systems Enterprise Space (employees Assoc. Cafeteria, etc.) Improving Space Utilization Reimbursable Programs Concepts Accounting Classification FBF Apportionments</p> <p>Federal Buildings Fund History (background) Lease Construction legislation 70/72 Public Buildings Amendments of 71 S. 1736, S. 2479, H. R. 10488 Purchase Contract Act Federal Buildings Fund/General</p> <p>FY 1975 Sluc Rates & Coverage/Exemption GSA Working Papers OMB Approval (including amendments) Rural Areas (PS & AES (Pocatello)) Agency Views Coverage/General Coverage/SSA Exemption Social Security Payments Centers (Baltimore) Coverage/Other agencies Agency totals & budget Presentation and adjustments F.Y. 1976 Rental Payments to GSA F.Y. 1976 Standard Level User Charges</p>		

Description	Location of Record	Authorized disposition
<u>Federal Supply Service</u>		
General		
GAO/GSA Transportation Audit <i>RB</i>		
Transfer		
International Air Shuttle System		
Industrial Funding		
ROI Industrial Funding		
Public Utility Intervention		
Grant Administration		
FSS-19		
Method of Supply Study		
Motor Pools		
Automobile Lease Study		
Carson City Silver Dollars		
<u>National Archives & Records Service</u>		
General		
Records Center/Workload Reduction		
Presidential libraries		
<u>Automated Data and Telecommunications Service</u>		
General		
ADP General		
ADP/CAO Review <i>RB</i>		
ADP/FDPD's		
Regis		
Private Issue		
New Equipment Procurement		
ADP Fund/Operations		
ADP Strategy Study		
Federal Telecommunications		
Federal Telecommunications Fund		
Multi-year leases		
<u>Property Management and Disposal Service</u>		
General		
Defense Production Act		
Indian Affairs		
Government-owned Contractor operated		
Real Property Sales		
Relocation-agency facilities		
Mortgage and power bond sales		
Sale of Mortgages		
Disposal of Surplus Federal Property		
Excess property disposal		
Real property-excellerated disposal		
Transfer of excess property		
Property management and disposal program review		

Description	Location of Record	Authorized disposition
<u>Property Management and Disposal Service -</u> <u>Stockpile</u> General Background Material Administrative Disposal Stockpile/Cost of Living Estimates Economic Aspects/Foreign Dependence Foreign Sales Policy Legislative Effort/Stockpile Materials Supply Study Monitoring Stockpile Disposal Stockpile Reports Misc. Stockpile reports Supplies and Storages Nat'l Commission on Supplies and Shortages State/GSA Disposal Appeals Stockpile Disposal Supporters Weekly Cash Collection Reports Other Commodities Zinc, lead and other commodities Aluminum Chrome Coal Copper Stockpile Platinum Silver Stockpile Silver Tin National Industrial Equipment Reserve		
<u>Office of Preparedness</u> General Delegate Agency Study Defense Mobilization Activities Delegation Agency functions OEP		
<u>Socio-Economic Programs</u> Socio-economic programs		

Description	Location of Record	Authorized disposition
<u>Independent Agencies</u> <u>Advisory Committee on Federal Pay</u> <u>Civil Service Commission</u> General ADP Agency Appeals Procedure Central Personnel Data File Deferrals of Payment Employment Executive Development/Action Plan FPMIS - Federa; Property Management Information System 5% Cap Four Day Work Week Incentives Intergovernmental Personnel Act Integration of Budget and OMB Investigations Investments/Savings Labor Management Relations Locality Pay Study Manpower Planning President's Commission on Personnel Interchange CSC Priorities Among Programs Productivity within CSC Measuring Productivity-Government-wide Recruiting and examining Responsive Governments Act Talking points for Congressional meeting Training programs Total Compensation Why CSC? Voter Registration Waldie Package (Employee Benefit Bills) Equal Employment Opportunity Government-wide Civil rights Legislative Threats Metropolitan Protfolio Metropolitan Life Federal Employees Health Benefits Revolving fund CSC Appellate system		

Description	Location of Record	Authorized disposition
36. <u>PROGRAM RECORDS</u>		
6. Project-related memoranda, studies, letters, etc (includes memoranda to the Director and others on specific projects or groups of projects) Authority under which OMB reviews General Services Administration projects: Executive Order 9384 provides that "Before any department or establishment shall submit to the Congress or to any committee or member thereof, a report relating to, or affecting in whole or in part, its advance programs, or the public works and improvement projects comprising such programs, or the results of any plan preparation for such programs or projects, such report shall be submitted to the Bureau for advice to its relationship to the program of the President. When such report is thereafter submitted to the Congress, or to any committee or member thereof, it shall include a statement of the advice received from the Bureau."	General Management Branch	
GSA Projects/General <u>PROJECTS/INACTIVE</u> Birmingham, Alabama Palmer, Alaska Anchorage, Alaska Fairbanks, Alaska Alaska Highway Border Station Batesville, Alaska Lukeville, Arizona Border Station Nogales, Arizona Border Station Tucson, Arizona (FOB, PO Border headquarters) Fayetteville, Arkansas San Diego, California (OT, FOB, Parking facility) Calexico, California Los Angeles, California Santa Ana, California Van Nuys, California San Francisco, California Denver, Colorado New Haven, Connecticut Dover, Delaware	filed alpha. by State	Temporary - Retain in branch until project file is closed. Retire closed files to Record Section every 2 years. Record Section will dispose when 10 years old.

EGD - General Management Branch

Description	Location of Record	Authorized disposition
<p>District of Columbia Projects:</p> <p>Office of Education Building (FOB) Federal Triangle New Post Office Building Agriculture Administration Building PBT Building Nassif Building Garage NOAA Building/St. Lincoln Wash. D. C. Federal Triangle Interior Building Commerce Building International Center/Van Nest St. Justice Building Labor Department South Portal Building Tax Court Building Union Center Plaza/FPC move Treasury Building/Annex-alterations Ward Circle (Navy)</p>		
<p>Athens, Georgia Augusta, Georgia (PO, FOB, PO & Courthouse) Waycross, Georgia Honolulu, Hawaii Moscow, Idaho (PO & Courthouse) Chicago, Illinois Chicago, Illinois Harvey, Illinois Springfield, Illinois (PO & Courthouse) Indianapolis, Indiana (FOB, PO & Courthouse) Iowa City, Iowa (PO & FOB) Topeka, Kansas Roover & Eisenhower Libraries (west branch, Iowa & Abilene, Kansas) Shreveport, Louisiana (PO, CT, FOB) Harahan, Louisiana (GSA supply dist. facility) Houma, Louisiana New Orleans, Louisiana (customhouse)</p>		

EG-GM

Description	Location of Record	Authorized disposition
<p>Maryland Lease Projects:</p> <p>Beltsville, Md. Federal Law Enforcement Training Center Suitland, Md. (FOB) #3 Social Security Payment Centers</p> <p>Boston, Massachusetts (Customhouse) Fitchburg, Mass. Lowell, Mass. (Federal building) New Bedford, Mass. (FOB) Waltham, Mass. (Federal records center) Ann Arbor, Michigan Detroit, Mich. Oxford, Mississippi (PO, CT, FOB) St. Louis, Missouri Helena, Montana Manchester, New Hampshire (PO, FOB) Las Cruces, New Mexico (FOB, CT)</p> <p>New York Lease Projects:</p> <p>Buffalo, New York Binghamton, N. Y. (FOB, CT) Champlain, N. Y. Border station. New York City, N. Y. (Defense Supply Agency) New York, N. Y. (Foley Square) New York, N. Y. (PO, Murray Hill) Syracuse, New York (PO, CT, FOB)</p> <p>Winston-Salem, North Carolina Columbus, Ohio Bowling Green, Ohio (PS Facility) Cleveland, Ohio (FO, CusHouse, CT)</p>		

EG-GM

Description	Location of Record	Authorized disposition
<u>Projects (cont.)</u>		
Mansfield, Ohio Dayton, Ohio/Roanoke, Va. Charlotte/ Analic, VI. Oklahoma City, Oklahoma Philadelphia, Pennsylvania (PO, CT, CusHouse) Wilkes-Barre, Pennsylvania Williamsport, Pennsylvania (PO, FOB) San Juan, Puerto Rico (CT, FOB) Florence, South Carolina (PO, CT, FOB) Rapid City, South Dakota (PO, FOB) Dallas, Texas (PO, Veh. Maint, Fac, CT, FOB) Laredo, Texas Border Station Denton, Texas (PO, FOB) Fort Worth, Texas (PO, Veh. fac. Army Dept. pkg.) McAllen, Texas Border Station Marfa, Texas Midland, Texas (PO, CT & FOB) Odessa, Texas San Angelo, Texas San Antonio, Texas (PO, CT, FOB PO, CT) Quantico, VA (FBI Assembly) Roanoke, VA (FOB, CT, Mail handling) Richmond, VA. (Parcel Post Annex) Richmond, VA (PO, Courthouse) V.I. Charlotte Analic (CT, FOB) Falls Church, VA. Seattle, Washington Wenatchee *USFA facility) Parkersburg, West Va. (Bureau of Public Dept.) Blaine, Washington Border Sta. LaCrosse, Wisconsin		

EG - GM

Description	Location of Record	Authorized disposition
<u>Projects - Active</u>		
Madison, Wisconsin Witchita, Kansas (CT.FOB, PRKG, FAC) Hempstead, New York (P.O. Veh. Maint. FAC. FOB) Madison, Wisconsin		
<u>D.C. area</u>		
Central Heating Unit National Science Foundation Suitland, Maryland (computer center)		
Riverside, California (FOB) San Francisco, California D.C. area (Old Post Office Bldg.)		
<u>Projects - Action taken in FY 75</u>		
Atlanta, Georgia E. St. Louis, Illinois Charlottesville, Virginia (FEI) Miami, Florida Manchester, New Hampshire Washington, D. C. (FEA) Phoenix, Arizona		
<u>Projects - Action taken in FY 74</u>		
Laguna Niguel, California Pittsfield, Massachusetts Ft. Lauderdale, Florida Norfolk, Virginia (FOB) Carbondale, Illinois		

EG-GM

Description	Location of Record	Authorized disposition
<u>Projects - Action taken in FY 74 (cont.)</u>		
D.C. Area:		
Securities and Exchange Commission (FCB)		
Huron, South Dakota		
Columbia, South Carolina		
Jackson, Mississippi		
W. Los Angeles, California (PF)		
Sitka- Alaska		
Saginaw, Michigan		
Minot, North Dakota		
Dallas, Texas		
Mt. Vernon, Illinois		
Savannah, Georgia		
Charlotte, North Carolina		
Elkins, West Virginia		
New Jersey/New York area		
FSS warehouse		
Repair and improvement		

Description	Location of Record	Authorized disposition
<p>37. <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>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>38. <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>39. <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>		

Description	Location of Record	Authorized disposition
<p>40. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence.</p>	<p>9. Legislative Reference Division 6. All Other Copies</p>	<p>See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>41. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p>9. Legislative Reference Division 6. All Other Copies</p>	<p>See LRD Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p>42. <u>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 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 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.</p>		<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>