

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**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

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

5. TEL. EXT. Code
103 ext. 3914

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 20 1976	JOB NO.
NC1 - 51-76-23	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

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 ~~46~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5/14/76 (Date) Melvin Margerum (Signature of Agency Representative) Record Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See attached Record Control Schedule for the Office of the Director, Office of Management and Budget: Director's Office Deputy Director's Office Director's Office Records Associate Director for Management and Operations Associate Director for National Security and International Affairs Associate Director for Human and Community Affairs Associate Director for Economics and Government Associate Director for Natural Resources, Energy and Science Assistant to the Director for Public Affairs General Counsel Assistant to the Director for Congressional Relations Administration Security Budget and Management Office Accounts and Audits Accounting Unit Payroll Unit Travel unit Management Services Unit Procurement and Supply Property Inventory Personnel Administrative Services: Property Disposal; Motor Vehicle Operation; Space and Maintenance; Mail and Messenger; Duplicating; Graphics; Records Management and Disposition		WITHDRAWN

Office of the Director

Description	Location of Record	Authorized disposition
<u>DIRECTOR'S OFFICE</u>		
Director's Reading File	DO	Nonrecord - Office reference copy. Dispose when obsolete.
<u>Special Assistant to the Director</u>		
Chronological File		Temporary - Close files every second year.
Reference copies of Director's memoranda to the President		Retire to Record Section for disposal every second year. Start new files every second year.
Office files consisting of memoranda reflecting the Director's responsibilities for general direction and coordination of Office activities and decisions; for maintaining liaison with the President, Congress, other Government agencies, and the public; for the determination of Office policy and programs; and defining of the Office's organization. Records are maintained by subject as related to the following major categories:		Permanent - Close files every second year. Retire closed files to Record Section every second year. Offer to NARS when 8 years old. Start new files every second year.
<ul style="list-style-type: none"> - U.S. Government and National Affairs in general - Institutional Administration - Fiscal and Monetary Administration - International Affairs in general - National Security and Defense - The Physical Universe, Territory and Natural Resources - Population and Social Welfare - Economic Enterprise 		
<u>DEPUTY DIRECTOR'S OFFICE</u>		
Chronological File		Temporary - Close files every second year.
Reference copies of program records reflecting the responsibilities of the Deputy Director as the Director's general deputy; as Acting Director in the Director's absence; and in overseeing the managerial and budgetary functions of the Office.		Retire to Record Section for disposal every second year. Start new files every second year.

Office of the Director

Description	Location of Record	Authorized disposition
<p><u>DIRECTOR'S OFFICE RECORDS</u></p> <p>Director's Records - Correspondence files reflecting the Director's responsibilities for the general direction and coordination of Office activities and decisions; for maintaining liaison with the President, Congress, other Government agencies, and the public; for the determination of Office policy and programs; and the defining of the Office's organization. Records are maintained by function within the following major categories:</p> <ul style="list-style-type: none"> - U.S. Government and National Affairs in general - Institutional Administration - Fiscal and Monetary Administration - International Affairs in general - National Security and Defense - The Physical Universe, Territory and Natural Resources - Population and Social Welfare - Economic Enterprise <p>Freedom of Information Requests - Records of requests for information under the Freedom of Information Act (5 U.S.C. 552, as amended) and replies thereto signed by the Assistant to the Director for Administration. (Central control for reporting purposes.)</p> <p>Privacy Act Requests - Records of requests for information under the Privacy Act of 1974 (5 U.S.C. 552a) and replies thereto signed by the Assistant to the Director for Administration. (Central control for reporting purposes.)</p> <p>General Accounting Office Reports -</p>	<p>DO Records</p>	<p>Permanent -</p> <ul style="list-style-type: none"> Close files every second year. Retire closed files to Record Section every second year. Offer to NARS when 8 years old. Start new files every second year. <p>Temporary -</p> <ul style="list-style-type: none"> Retire to Record Section when 2 fiscal years old. Record Section will dispose when 5 years old. <p>(NN 173-238)</p>

Office of the Director

Description	Location of Record	Authorized disposition
<p>Congressional Inquiry - Records of routine inquiries, replies thereto signed by the Assistant to the Director for Congressional Relations, and other correspondence in which no unusual administrative decisions, policies, or efforts are involved.</p>	<p>DO Records</p>	<p>Temporary - Close files every second year. Retire to Record Section for disposal every second year. Start new files every second year.</p>
<p>White House Referrals and Public Inquiry - Records of routine inquiries, replies thereto signed by the Assistant to the Director for Public Affairs, and other correspondence in which no unusual administrative decisions, policies, or efforts are involved.</p>		
<p>Director's Chronological File -</p>		<p>Temporary - Close file every second year. Retire to Record Section every second year. Offer to Presidential Library when 8 years old. Start new file every second year.</p>

Associate Director for Management and Operations

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>	AD/MO	
Chronological File		<p>Temporary -</p> <p>Close file at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new file every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>
Noncurrent Record Transfers (OMB Form 56)		<p>Nonrecord -</p> <p>Office reference copy.</p> <p>Dispose when obsolete or superseded.</p>

Associate Director for Management and Operations

Description	Location of record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records which reflect the responsibilities of the Associate Director for Management and Operations. Records include memoranda to the Director and others on individual programs or issues.</p> <p>Reference copies of program records reflecting the functions of the Associate Director for Management and Operations carried out by the Evaluation and Program Implementation Division, the Information Systems Division, the Intergovernmental Relations and Regional Operations Division, the Organization and Special Studies Division, and the Statistical Policy Division.</p>	<p>AD/MO</p>	<p>Permanent -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Offer to NARS when 8 years old.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p> <p>Temporary -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>

Associate Director for National Security and International Affairs

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>	AD/NSIA	
Chronological File		<p>Temporary -</p> <p>Close file at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new file every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>
Noncurrent Record Transfers (OMB Form 56)		<p>Nonrecord -</p> <p>Office reference copy.</p> <p>Dispose when obsolete or superseded.</p>

Associate Director for National Security and International Affairs

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records which reflect the responsibilities of the Associate Director for National Security and International Affairs. Records include memoranda to the Director and others on individual programs or issues.</p> <p>Reference copies of program records reflecting the functions of the Associate Director for National Security and International Affairs carried out by the National Security Division, the International Affairs Division, and the National Security and International Affairs Management Division.</p>	<p>AD/NSIA</p>	<p>Permanent -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Offer to NARS when 8 years old.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p> <p>Temporary -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>

Associate Director for Human and Community Affairs

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>	AD/HCA	
Chronological File		Temporary - Close file at end of every second calendar year or upon departure of Associate Director, whichever is sooner. Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner. Start new file every second calendar year or upon arrival of new Associate Director, whichever is sooner.
Noncurrent Record Transfers (OMB Form 56)		Nonrecord - Office reference copy. Dispose when obsolete or superseded.

Associate Director for Human and Community Affairs

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records which reflect the responsibilities of the Associate Director for Human and Community Affairs. Records include memoranda to the Director and others on individual programs or issues.</p> <p>Reference copies of program records reflecting the functions of the Associate Director for Human and Community Affairs carried out by the Human Resources Division, the Community and Veterans Affairs Division, and the Human and Community Affairs Management Division.</p>	<p>AD/HCA</p>	<p>Permanent -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Offer to NARS when 8 years old.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p> <p>Temporary -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>

Associate Director for Economics and Government

Description	Location of Record	Authorized disposition
<p><u>ADMINISTRATIVE RECORDS</u></p>	<p>AD/EG</p>	
<p>Chronological File</p>		<p>Temporary - Close file at end of every second calendar year or upon departure of Associate Director, whichever is sooner. Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner. Start new file every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>
<p>Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>

Associate Director for Economics and Government

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records which reflect the responsibilities of the Associate Director for Economics and Government. Records include memoranda to the Director and others on individual programs or issues.</p> <p>Reference copies of program records reflecting the functions of the Associate Director for Economics and Government carried out by the Economics and Government Division and the Economics and Government Management Division.</p>	<p>AD/EG</p>	<p>Permanent -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Offer to NARS when 8 years old.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p> <p>Temporary -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>

Associate Director for Natural Resources, Energy and Science

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>	AD/NRES	
Chronological File		<p>Temporary -</p> <p>Close file at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new file every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>
Noncurrent Record Transfers (OMB Form 56)		<p>Nonrecord -</p> <p>Office reference copy.</p> <p>Dispose when obsolete or superseded.</p>

Associate Director for Natural Resources, Energy and Science

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>Records which reflect the responsibilities of the Associate Director for Natural Resources, Energy and Science. Records include memoranda to the Director and others on individual programs or issues.</p> <p>Reference copies of program records reflecting the functions of the Associate Director for Natural Resources, Energy and Science carried out by the Natural Resources Division, the Energy and Food Division, and the Science, Space, and Energy Technology Division.</p>	<p>AD/NRES</p>	<p>Permanent -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Offer to NARS when 8 years old.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p> <p>Temporary -</p> <p>Close files at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Retire to Record Section for disposal at end of every second calendar year or upon departure of Associate Director, whichever is sooner.</p> <p>Start new files every second calendar year or upon arrival of new Associate Director, whichever is sooner.</p>

Assistant to the Director for Public Affairs

Description	Location of Record	Authorized disposition
<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Chronological File</p> <p>Noncurrent Record Transfers (OMB Form 56)</p>	<p>PA</p>	<p>Temporary - Close file every second calendar year. Retire to Record Section for disposal every second calendar year. Start new file every second calendar year.</p> <p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>
<p><u>INFORMATIONAL RELEASES AND PUBLICATIONS</u></p> <p>Formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic progress presentations, and indexes thereto.</p>	<p>PA</p>	<p>Permanent - Close files every second calendar year. Retire closed files to Record Section every second calendar year. Offer to NARS when 8 years old. Start new files every second calendar year.</p>
<p><u>WHITE HOUSE REFERRALS AND PUBLIC INQUIRY</u></p> <p>Reference copies 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>PA</p>	<p>Temporary - Close files every second calendar year. Retire to Record Section for disposal every second calendar year. Start new files every second calendar year.</p>

General Counsel

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>	GC	
Chronological File		Temporary - Close file every calendar year. Dispose when 2 years old or when obsolete, whichever is sooner. Start new file every calendar year.
Noncurrent Record Transfers (OMB Form 56)		Nonrecord - Office reference copy. Dispose when obsolete or superseded.
<u>SUBJECT RECORDS</u>	GC	
Records reflecting the General Counsel's responsibilities to provide legal advice to the Director and the Divisions.		Permanent - Close files every second calendar year. Retire closed files to Record Section every second calendar year. Offer to NARS when 8 years old. Start new files every second calendar year.
Reference copies of program-related records reflecting the functions of the Office carried out by the Associate Directors and Divisions.		Temporary - Close files every second calendar year. Dispose closed files every second calendar year or when no longer needed for administrative purposes. Start new files every second calendar year.
<u>LITIGATION RECORDS</u>	GC	
Records reflecting legal advice and information furnished to the Justice Department for prosecution of lawsuits; including inter- and intra-agency correspondence and related materials.		Temporary - Close individual file upon termination of litigation. Retire closed files to Records Section every calendar year. Record Section will dispose when 5 years old. Start new file for each litigation.

Assistant to the Director for Congressional Relations

Description	Location of Record	Authorized disposition
<p><u>CONGRESSIONAL INQUIRY AND REFERRALS</u></p> <p>Reference copies of routine inquiries and referrals, replies thereto signed by the Assistant to the Director for Congressional Relations, and other correspondence in which no unusual administrative decisions, policies, or efforts are involved. Copies are maintained alphabetically by Senator, Representative, or Committee involved.</p>	CR	<p>Temporary -</p> <p>Close files at the end of each Congress.</p> <p>Retire closed files to Record Section at the end of every second Congress.</p> <p>Record Section will dispose when 4 years old.</p> <p>Start new files for each Congress.</p>
<p><u>SUBJECT FILES</u></p> <p>Information and reference copies of materials prepared within OMB or obtained from various other sources; such as the White House and other government agencies. These materials are maintained by subject.</p>	CR	
<p><u>HOUSE AND SENATE FLOOR SCHEDULES</u></p> <p>Prepared weekly when Congress is in session. Lists current legislation pending before Congress and the Administration's position; circulated to key OMB and WH officials and members of Congress.</p>	CR	
<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Noncurrent Record Transfers (OMB Form 56)</p>	CR	<p>Nonrecord -</p> <p>Office reference copy.</p> <p>Dispose when obsolete or superseded.</p>

Security

Description	Location of Record	Authorized disposition
<p><u>SECURITY RECORDS</u></p> <p>Records relating to the administration and direction of the OMB security program.</p> <ul style="list-style-type: none"> - Manuals, directives, and related reports and correspondence reflecting policies and procedures - Emergency planning records, plans and directives issued, and related reports and correspondence 		<p>Permanent -</p> <p>Close files every second calendar year, or after each revision, whichever is sooner.</p> <p>Retire to Record Section every second calendar year, or after each revision, whichever is sooner.</p> <p>Offer to NARS when 8 years old.</p> <p>Start new files every second calendar year or after each revision.</p>
<p>Records relating to classified information accounting and control.</p> <ul style="list-style-type: none"> - Classified document receipts and destruction certificates (OMB Form 87) - Classified document inventory files - Top Secret document accounting and control registers - Top Secret access record and cover sheet (OMB Form 70) - Classified document container security files listing safe combinations and custodians 		<p>Temporary -</p> <p>Dispose when 2 years old.</p> <p>Temporary -</p> <p>Dispose 5 years after documents listed are downgraded, transferred, or destroyed.</p> <p>Temporary -</p> <p>Dispose when related document is downgraded, transferred, or destroyed.</p> <p>Temporary -</p> <p>Dispose when superseded by new listing, or upon turn-in of containers.</p>
<p>Records relating to facilities security and related correspondence pertaining to the New Executive Office Building</p>		<p>Temporary -</p> <p>Dispose when 2 years old, or when no longer needed for administrative purposes, whichever is sooner.</p> <p>Start new file every 2 years.</p>

Security

Description	Location of Record	Authorized disposition
<p>Records relating to reports submitted to the Interagency Classification Review Committee as required by National Security Council Directive, and related correspondence</p> <ul style="list-style-type: none"> - Listings by name of all OMB officials designated in writing by the Director to have original classification authority - Quarterly reports of Office Review Committee actions on classification review requests, classification abuses, and unauthorized disclosures - Data Index System records on classified information produced within OMB and progress reports as required by NSC Directive, and related correspondence 		<p>Temporary - Update listing every calendar quarter. Dispose of previous listing when new listing prepared.</p> <p>Temporary - Close files every second calendar year. Retire closed files to Record Section every second calendar year. Record Section will dispose when 12 years old. Start new files every second calendar year.</p>
<p>Personnel security clearance case files containing</p> <ul style="list-style-type: none"> - Requests for background investigations and National Agency checks - Reports of investigations conducted by the Civil Service Commission - OMB Security Determination (OMB Form 45) - Requests for official passes and credentials - Reports of security violations - Subject interviews and related reports as required - Employee Departure Clearance and Security Termination Statement (OMB Form 80) - Security Control Card (OMB Form 67) 		<p>Temporary - Close file upon separation of employee. Forward investigative reports and related correspondence to CSC for disposition. Dispose closed files every 2 years. Start new file for every new employee.</p> <p>Temporary - Remove card from closed personnel security case file. Dispose 5 years after separation of employee.</p>

Budget and Management Office

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>Budgetary records include the various files accumulated in the course of formulating the budget for submission to the Office of Management and Budget (examining Division - Economics and Government) and to the Congress for the following:</p> <p>Office of Management and Budget Office of Federal Procurement Policy</p> <p>Budgetary records are maintained by fiscal year in the Budget and Management Office and include materials such as:</p> <p>Allowance Memorandum Appeals Budget Estimates and Justifications Budget Hearings (Testimony) Ceiling Memorandum Supplementals and Amendments</p> <p>Work papers, cost statements, and rough data accumulated in preparation of annual budget estimates including duplicates of papers included in file copies of budget estimates.</p> <p>SF 132 - Apportionment and Reapportionment Schedules</p> <p>SF 133 - Reports on Budget Execution</p> <p>SF 220;221;222 - Statements of Financial Condition</p>	<p>Budget and Management Office</p>	<p>Permanent -</p> <p>Close files at the end of each fiscal year. Retire to Record Section at the end of every second fiscal year. Offer to NARS when 8 years old. Start new files for each fiscal year.</p> <p>Temporary -</p> <p>Dispose at end of each fiscal year involved.</p> <p>Temporary -</p> <p>Dispose 2 years after close of fiscal year involved.</p>

Budget and Management Office

Description	Location of Record	Authorized disposition
<p><u>SUBJECT FILES</u></p> <p>Records relating to the internal management policies and procedures of the Office of Management and Budget.</p> <p>Internal directives issued by or for the head of the Office of Management and Budget or any office or division thereof:</p> <ul style="list-style-type: none"> - Memorandum to Heads of Departments and Agencies (filed chronologically) - OMB Bulletins (filed numerically by fiscal year) - OMB Bulletins - proposed (filed by subject) - OMB Circulars (filed numerically by calendar year) - OMB Circulars - rescinded (filed numerically by calendar year) - OMB Circulars - proposed (filed by subject) - Study of OMB Circulars - OMB Office Memorandum - OMB Manual <p>Internal Administration</p> <ul style="list-style-type: none"> - Certifying Officer - Claims against OMB - Delegation of Authority - Director's membership on various Boards, Commissions, and Committees - Interagency reporting - Legal Authority - OMB Administration Study - OMB Chartered Committees - OMB Internal Organization - OMB Special Issues <ul style="list-style-type: none"> Fair Labor Standards Freedom of Information Act Privacy Act - Transfer of Functions to other agencies 	<p>Budget and Management Office</p>	<p>Permanent -</p> <p>Close files every second calendar year.</p> <p>Retire to Record Section at the end of every second calendar year.</p> <p>Offer to NARS when 8 years old.</p> <p>Start new files every second calendar year.</p>

Budget and Management Office

Description	Location of Record	Authorized disposition
<p><u>CONTRACT FILES</u></p> <p>Contract, requisition, purchase order, and lease records, including correspondence pertaining to award, administration, receipt, inspection, and payment. (Filed by contract number)</p>	<p>Budget and Management Office</p>	<p>Temporary -</p> <p>Close file after Defense Contract Audit Agency has audited and payment has been made (place in inactive file)</p> <p>Retire inactive files to Record Section at end of each fiscal year.</p> <p>Record Section will dispose dispose 6 years after final payment.</p> <p>Start new file for each new contract.</p>
<p>Bidders files</p>		<p>Temporary -</p> <p>Close files at end of every second calendar year.</p> <p>Dispose of closed files when 2 years old.</p> <p>Start new files every second calendar year.</p>

Accounting Unit

Description	Location of Record	Authorized disposition
<u>Accounting Reports</u>		
1) SF 224 - Statement of Transactions a. Copy to Treasury b. Copy to Accounting records 2) SF 225 - Report on Obligations a. Copy to Treasury b. Copy to Accounting records 3) BAR 2108 - Appropriation Balance (year end report) a. Copy to Treasury b. Copy to Accounting records 4) SF 133 - Report on Budget Execution a. OMB Budget Examiner b. OMB Budget Officer c. Committee on Appropriations (Congress - quarterly) d. Copy to Accounting records		Temporary - Accounting retains for 3 fiscal years after period covered by current account and sends to records. Record Section will dispose after audit. Accounting will dispose when 2 years old. Accounting will dispose when 5 years old. Accounting will dispose when 3 years old.
<u>Payment Schedules</u>		
1) SF 1166 - Voucher and Schedule of Payments and appropriate invoices. a. Copy to Treasury b. Copy to Accounting chronological payment file c. Copy from Payroll (with Division cost data) not included in b, above d. Copy to SF 224 report 2) SF 1080 - Voucher for Transfers Between Appropriations and/or Funds. SF 1081 - Voucher and Schedule of Withdrawals and Credits. a. Copy to Treasury b. Copy to Accounting chronological payment file c. Copy to SF 224 report d. Copy to other agency paid or billed		Temporary - Accounting retains paid copies for 3 years and sends to records. Record Section will dispose after audit. Accounting retains paid copies for 3 years and sends to records. Record Section will dispose after audit.

Accounting Unit

Description	Location of Record	Authorized disposition
<u>Other Documents</u>		
1) Journal Voucher (Stock Form 1017-G) a. Copy in Accounting chronological file b. Copy attached to SF 224 report		Temporary - Accounting retains paid copies for 3 years and sends to records. Record Section will dispose after audit.
2) Transaction Coding Worksheet a. Copy to machine operator for posting (internal OMB)		Accounting retains until end of fiscal year or until final BAR 2108 is prepared. (year end rpt)
3) SF 147.- Order for Supplies or Services SF 148 - Order - Invoice - Voucher a. Pink copy filed numerically b. Yellow copy filed in obligation file by object class c. All other copies to procurement file		Accounting sorts obligation file into payment file numerically. Accounting disposes at end of 3 fiscal years.
4) Government Printing Office Printing and Binding Requisition - SF 1 a. Copy filed in obligation file. b. Copy to procurement c. Copy to Budget Review for information		Accounting sorts obligation file into payment file numerically. Accounting sends to records when 3 years old. Record Section disposes when 4 years old.
5) Purchase Order Worksheet of Obligations and Payments a. One copy attached to each purchase order to record history of obligations, cancellations and payment. (temporary form until machine is fully operable)		Accounting will retain for the years prior to the full operation of the machine. Accounting will dispose after audit.
6) Expenditure Records - (Stock Forms 1014-15) General Ledger and Allotment Ledger a. General Ledger files are in numerical page sequence b. Allotment Ledger files are by object class and fiscal year. (These records will be discontinued when machine becomes fully operable)		Accounting will retain 4 years and send to records. Record Section will dispose after audit.
7) Machine Printouts and tapes a. Filed chronologically by month of fiscal years. (Machine printouts will be used in lieu of General Ledger and Allotment Ledger in "6" above as soon as machine is fully operable.		Accounting will retain printouts for 4 years and send to records. Record Section will dispose after audit. Accounting will retain tapes until current month has balanced with Treasury Trial Balance and revise as needed.

Accounting Unit

Description	Location of Record	Authorized disposition
General Accounting Office Reports and Exceptions a. Filed in general accounts and audits files.		Temporary - Accounting will retain for 5 years or dispose after audit whichever is sooner.
Treasury Trial Balances Statements of Differences and Account Settlements a. One copy filed in accounting records by fiscal year		Accounting will retain 3 years and send to records. Record Section will dispose after audit.
SF 219 - Certificate of Deposit a. Two copies to Treasury b. One copy attached to SF 224 report c. One copy in Accounting records by fiscal year		Accounting will retain 3 years and send to records. Record Section will dispose after audit.
Administrative correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. a. Filed by fiscal year.		Accounting will retain 3 years and send to records. Record Section will dispose after audit.
Surety Bond Files a. Filed chronologically		Accounting will retain indefinitely pending Treasury Regulations.

Payroll Unit

Description	Location of Record	Authorized disposition
<p><u>ADP PAYROLL RECORDS</u></p>		
<p><u>Individual Earnings and Service</u></p>		
<p>- Comprehensive Personnel Data Listing (OMB identification number 1103)</p> <p>Treasury maintains only year-end copy. (Same information that formerly appeared on the SF 1127) Treasury also maintains a security copy at their relocation site.</p>	<p>Treasury - Main Treasury Vault</p>	<p>Temporary - Treasury maintains until GAO audit and sends to National Personnel Records Center. NPRC will dispose when 56 years old.</p>
<p>NOTE: Treasury maintains payroll folders for every employee at their Washington Disbursing Center located at the General Accounting Office. The disposal of these files is not authorized. Files of separated employees are placed in an inactive file. (The individual payroll folders represent the input data for the Comprehensive Listing)</p>	<p>OMB Copy</p>	<p>Temporary - Payroll maintains for 3 years and sends to Record Section. Record Section will dispose when obsolete or no longer needed for reference purposes, whichever is sooner.</p>

2

Payroll Unit

Description	Location of Record	Authorized disposition
<u>MANUAL PAYROLL RECORDS</u>		
Individual Earnings and Service		
1) Stock Form 1127 - Individual Pay Card (only for the Director and 3 or 4 other individuals). The information on these few cards <u>is not</u> on the Comprehensive Listing.		Temporary- Payroll retains SF 1127's for 3 years and sends to Records. Record Section will transfer SF 1127's to the National Personnel Records Center after audit. NPRC will dispose when 56 years old.
2) BB 15 - Certificate of Duty (used only for consultants). The information on these cards <u>is</u> on the Comprehensive Listing.		Temporary- Payroll retains for 3 years and sends to Records. Record Section will dispose after audit.
Correspondence Files		
1) Intergovernmental Personnel Act - filed by individual employee contract <ul style="list-style-type: none"> a. Copy to Personnel for Official Personnel Folder. b. Copy maintained by payroll. 		Temporary- Payroll retains until contract ends and sends to records when 3 years old. Record Section will dispose after audit or when 3 years old, whichever is sooner.
2) Death cases (includes copy of death certificate, application for compensation due, and supporting documents). <ul style="list-style-type: none"> a. Copies to Civil Service Commission. b. Copies maintained by payroll. 		Temporary- Payroll disposes when 3 years old.
3) General correspondence - including leave restoration memoranda sent to Treasury.		Temporary- Payroll retains for 3 years and sends to records. Record Section will dispose after audit or when 3 years old, whichever is sooner.

3

Payroll Unit

Description	Location of Record	Authorized disposition
<p>Time and attendance reports - by pay period</p> <ol style="list-style-type: none"> 1) TUS-430 - Time & Attendance Report (Treasury) <ol style="list-style-type: none"> a) Original to ADP Treasury b) Copy to individual employee 2) SF 71 - Application for Leave - Original to ADP Treasury - (with appropriate TUS-430 for unsigned leave) 3) Stock Form 1130 - Time and Attendance Report (or Stock Form 1127) - by pay period (for employees detailed to OMB) - Original to paying agency 		<p>Temporary -</p> <p>No copy maintained by payroll.</p> <p>No copy maintained by payroll.</p> <p>No copy maintained by payroll.</p>
<p>Individual authorization cards and record payroll allotments</p> <ol style="list-style-type: none"> 1) SF 1192 - US Savings Bonds Authorization for Purchase and Request for Change (orig. to ADP Treas.) 2) SF 1189 - Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization <ol style="list-style-type: none"> a) Original to ADP Treasury b) Copy to employee c) Copy to financial organization listed 3) SF 1198 - Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization <ol style="list-style-type: none"> a) Original to ADP Treasury b) Copy to employee c) Copy to financial organization listed 4) OF 19 - Request for Disposition of Check and/or Savings Bond - by pay period <ol style="list-style-type: none"> a) Original mailed to employee with check or bond b) Copy to Payroll 5) OMB Form 47 - Redelelegation of Authority to Authorize and Approve Overtime - by Division 		<p>Temporary -</p> <p>No copy maintained by payroll.</p> <p>No copy maintained by payroll.</p> <p>No copy maintained by payroll.</p> <p>Payroll retains until last check is mailed, and/or employee acknowledges receipt of check/bond, and disposes.</p> <p>Payroll retains until superseded by new redelegation and disposes.</p>
<p>Bond Listing (only total amount - by pay period). Bond information for each individual is included on Comprehensive Listing.</p>		<p>Temporary -</p> <p>Payroll disposes when 3 years old.</p>

Payroll Unit

Description	Location of Record	Authorized disposition
<p>Record of leave data - separation of employee SF 1150 - Record of Leave Data a) Original to Official Personnel Folder b) Copy to Payroll</p>		<p>Temporary - Payroll retains for 3 calendar years and sends to Record Section. Record Section will dispose after audit.</p>
<p>Notification of personnel action SF 50 - Notification of Personnel Action a) Original to individual employee b) Payroll copy to ADP Treasury</p> <p>c) Civil Service Commission copy d) Official Personnel Folder copy e) Chronological Journal File copy (Personnel chronological file) f) Utility copy to Payroll</p>		<p>Payroll retains for 3 calendar years and disposes.</p>
<p>Memorandum copies of payrolls, check lists, bond lists, and related certification sheets 1) SF 1166 - Voucher and Schedule of Payments - by pay period a) Original to ADP Treasury</p> <p>b) Copy to Accounting (with Division cost data) c) Copy to Payroll</p>		<p>Payroll retains for 3 fiscal years and disposes.</p>
<p>2) Check listings - information also contained in Comprehensive Listing</p>		<p>Payroll retains for 3 calendar years and disposes when Comprehensive listing sent to Record Section.</p>
<p>Memorandum copies of fiscal schedules - by schedule identification number a) Original to ADP Treasury</p> <p>b) Paid copy to Accounting (with Division cost data) c) Paid copy to Payroll</p>		<p>Payroll retains for 3 fiscal years and disposes.</p>

Payroll Unit

Description	Location of Record	Authorized disposition
<p>Payroll control register records FS-495 - Payroll Documents Transmittal (Treasury)</p> <p>a) Original and copy (for receipt) to ADP Treasury</p> <p>b) Copy to Payroll</p> <p>c) Received copy from ADP Treasury returned to Payroll</p>		<p>Temporary -</p> <p>Payroll retains until receipted copy received from ADP Treasury and disposes.</p> <p>Payroll retains until end of calendar year and disposes.</p>
<p>Payroll change slips - by pay period</p> <p>1) TUS 426 - Payroll Change Slip (Treasury)</p> <p>a) -A Employee copy (green)</p> <p>b) -B File copy (yellow) - not used (disposed upon receipt)</p> <p>c) -C Administrative copy to Payroll (pink)</p> <p>d) -D Personnel Office copy (blue)</p> <p>- information also contained in Comprehensive Listing</p>		<p>Temporary -</p> <p>Payroll retains for 2 calendar years and disposes.</p>
<p>2) SF 1126 - Payroll Change Slip (manual)</p> <p>a) Payroll copy - original (white)</p> <p>b) -a Employee copy (green)</p> <p>c) -b; -c; -d Other copies - not used</p> <p>- information also contained on Stock Form 1127 - see above</p>		<p>Payroll retains for 2 calendar years and disposes.</p>

Payroll Unit

Description	Location of Record	Authorized disposition
<p>Administrative reports and related data</p> <p>1) SF 113-A - Monthly Report of Federal Civilian Employment Short-Form a) Original to Civil Service Commission b) Copy to Payroll</p> <p>2) State Income Tax Collections - monthly a) Original to appropriate State b) Copy to Payroll</p> <p>3) SF 941 - Federal Income Tax Collections - quarterly a) Original to Internal Revenue Service b) Copy to Payroll</p> <p>4) US Government Payroll Savings Plan - Consolidated Semi-Annual Report (Treasury) a) Original to ADP Treasury b) Copy to Payroll</p> <p>5) Division of Disbursement Form 1664R - Request to Remail Undeliverable Check and/or Bond (Treasury)</p> <p>6) SF 2810 - Notice of Change in Health Benefits Enrollment a) Original to individual employee b) Copy to insurance carrier c) Copy to Payroll d) Copy to ADP Treasury e) Official Personnel Folder copy</p> <p>7) SF 2809 - Health Benefits Registration Form a) Original to Payroll b) Copy to ADP Treasury c) Copy to insurance carrier d) Official Personnel Folder copy</p> <p>8) DUCB 905 - Report on Federal Employment and Wages to the District of Columbia a) Original to DC Unemployment Compensation Board b) Copy to Payroll</p>		<p>Temporary -</p> <p>Payroll retains for 2 calendar years and disposes.</p> <p>Payroll sends all copies to Treasury as appropriate. No copy retained by OMB Payroll Unit.</p> <p>Payroll retains until separation of employee and disposes.</p> <p>Payroll retains until separation of employee and disposes.</p> <p>Payroll retains for 2 calendar years and disposes.</p>

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Payroll Unit

Description	Location of Record	Authorized disposition
<p>Withholding tax allowance certificate Form W-4 - Employee's Withholding Allowance Certificate (Treasury) - Original to ADP Treasury</p>		<p>Temporary - No copy maintained by payroll.</p>
<p>Returns on income taxes Form W-2 - Wage and Tax Statement (Treasury) a) Original to Internal Revenue Service b) Copy to appropriate State c) Copy to Payroll d) All other copies to individual employee</p>		<p>Temporary - Payroll retains for 2 calendar years and disposes.</p>
<p>Retirement reports and registers SF 2806 - Individual Retirement Record (card)</p>		<p>Temporary - Payroll retains until individual employee is removed from OMB payroll and sends to Civil Service Commission for disposition.</p>
<p>SF 2807 - Register of Separations and Transfers a) Original to Civil Service Commission b) Copy to Payroll</p>		<p>Temporary - Payroll sends to Civil Service Commission with appropriate SF 2806's for disposition. Payroll retains for 2 calendar years and disposes.</p>
<p>Report of withholdings and contributions SF 2812 - Report of Withholdings and Contributions - Health Benefits, Group Life Insurance, and Civil Service Retirement - by pay period a) Original to Civil Service Commission b) Copy to Payroll</p>		<p>Temporary - Payroll retains for 2 calendar years and disposes.</p>
<p>Levy and garnishment records a) Originals to ADP Treasury b) Copies to Payroll</p>		<p>Temporary - Payroll retains until indebtedness involved is completely repaid and disposes.</p>

Payroll Unit

Description	Location of Record	Authorized disposition
Wage survey files (OMB exempted indefinitely as of fiscal year 1972) a) Originals to Commerce Department b) Copy to Accounting		Temporary - Accounting retains last report for fiscal year 1971 until new requirements are received.

Payroll Unit

Description	Location of Record	Authorized disposition
<p>Budget authorizations to operating units and related records</p> <ol style="list-style-type: none"> 1) OMB Form 22 - Employee Record (card) <ul style="list-style-type: none"> - Permanent employee (white) - Executive level (blue) - Wage board (pink) - Part-time & temporary (orange) 2) Financial Statement - object classification <ol style="list-style-type: none"> a) Original to Accounting b) Copy to Budget and Management Officer c) Copy to Management Services Officer d) Copy to Assistant to the Director for Administration 3) Report on Operating Allowances (memo) <ol style="list-style-type: none"> a) Original to appropriate OMB Division Chief b) Copy to Accounting c) Copy to Budget and Management Officer d) Copy to Management Services Officer e) Copy to Assistant to the Director for Administration 		<p>Temporary -</p> <p>Accounting prepares new set of cards for each fiscal year.</p> <p>Accounting retains superseded set for 1 fiscal year and disposes.</p> <p>Accounting retains for 2 fiscal years and disposes.</p> <p>Accounting retains for 1 fiscal year and disposes.</p>

Travel Unit

Description	Location of Record	Authorized disposition
<u>TRAVEL RECORDS</u>		
<p>Freight records and supporting documents - by traveler (maintained by Accounting Unit)</p>		<p>Temporary - Accounting retains for 3 fiscal years and sends to Records Section. Record Section will dispose after audit.</p>
<p>Passenger transportation records</p>		
<p>1) SF 1171 - Public Voucher for Transportation of Passengers (pre-addressed by carrier) - numerical travel file a) Original to GSA Audit Division b) Copy to Travel c) Copy to carrier (with SF 1166 - Voucher and Schedule of Payments)</p>		<p>Temporary - Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.</p>
<p>2) SF 1169 - US Government Transportation Request - numerical travel file a) Original paid copy (blue) to carrier (with green ticket copy and TWA Form A-55 - see below) for return to Travel; forwarded to GSA Audit Division b) -a Memorandum copy (manila) to traveler (with ticket flight coupons) for return to Travel with SF 1012-A - Travel Voucher; posted to Stock Form 1120 (see below)</p>		<p>Travel retains until all listed SF 1169a's are accounted for on Stock Form 1120 and sends to Record Section every 3 fiscal years. Record Section will dispose after audit.</p>
<p>3) SF 1186 - Transmittal for Transportation Schedules and Related Basic Documents - numerical travel file a) Original and copy to GSA Audit Division b) Copy to Travel</p>		<p>Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.</p>
<p>4) SF 1170 - Redemption of Unused Tickets - by carrier a) Original and copy to carrier (with unused tickets) for return of copy to Accounting with check</p>		<p>Accounting retains returned carrier copy for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.</p>

Travel Unit

Description	Location of Record	Authorized disposition
<p>SF 1170 - continued b) Copy to Travel c) Copy to Accounting</p>		<p>Temporary - Travel retains until carrier copy received by Accounting and check recorded, and disposes. Accounting retains until carrier copy received and check recorded, and disposes.</p>
<p>5) Stock Form 1120 - Transportation Request Accountability Record - numerical travel file (lists complete book of ten SF 1169's issued)</p>		<p>Travel retains until all listed SF 1169's are accounted for and sends to Record Section every 3 fiscal years. Record Section will dispose after audit.</p>
<p>6) SF 1098 - Schedule of Canceled Checks a) Original and copy to Treasury for return of stamped copy to Accounting</p>		
<p>b) Copy to Travel</p>		<p>Accounting retains returned stamped copy for 3 fiscal years and disposes. Travel retains until stamped Treasury copy received by Accounting and disposes.</p>
<p>7) SF 1166 - Voucher and Schedule of Payments - chronological travel copy file (paid copy to Accounting)</p>		<p>Travel retains for 3 fiscal years and disposes.</p>
<p>8) OMB Form 89 - Airline Ticket Request (prepared by appropriate Division and sent to OMB Airline Ticket Agent - attached to Ticket Agent copy of OMB Form 12) - see below</p>		<p>Ticket Agent retains for 3 fiscal years and disposes.</p>
<p>9) Commercial Airline Ticket (TWA) a) Original copy (pink) b) Copy 2 to carrier (green) c) Copies 3-5 to traveler (flight coupons) for return of 1 copy (passenger stub) to Travel with SF 1169a and SF 1012-A - by traveler</p>		<p>Ticket Agent retains for 3 fiscal years and disposes. Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.</p>

Travel Unit

Description	Location of Record	Authorized disposition
10) TWA Form A-518 - Sales Agent Stock Waybill (pre-addressed by carrier and forwarded with blank tickets) a) Original to carrier b) Copy to Ticket Agent		Temporary - Ticket Agent retains for 3 fiscal years and disposes.
11) TWA Form A-55 - Commercial Ticket Plan Report a) Original to carrier b) Copy to Ticket Agent		Ticket Agent retains for 3 fiscal years and disposes.
12) TWA Form A-69-C - Application for Refund or Replacement of Lost Ticket a) Original copy (white) to carrier b) Copy 2 (yellow) to Ticket Agent c) Copy 3 (blue) to traveler		Ticket Agent retains for 3 fiscal years and disposes.
13) OMB Form 12 - Request for and Authorization of Official Travel (prepared by appropriate Division and sent to Travel) - by traveler a) Original to traveler for return to Travel with SF 1012-A - Travel Voucher (see below)		Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.
b) Copy to Travel - chronological obligation file by Division c) Copy to Ticket Agent		Travel retains until trip has been recorded and traveler reimbursed and disposes. Ticket Agent retains for 3 fiscal years and disposes.
14) Register of Travel Orders (card) - numerical card file		Travel retains for 2 fiscal years and disposes.
15) SF 1012-A Travel Voucher - by traveler (with supporting hotel bills, trip record ticket, parking stubs, etc.) a) Original to Travel		Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.
b) Copy to traveler		
16) SF 1038 - Application and Account for Advance of Funds - advance file pending accountability of amount - transfer to traveler file		Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.

Travel Unit

Description	Location of Record	Authorized disposition
<p>17) SF 1164 - Claim for Reimbursement for Expenditures on Official Business - by traveler</p>		<p>Temporary - Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.</p>
<p>18) Passport Request Memorandum (original and 4 copies)</p>		<p>Travel sends to OMB Security Officer. No copy retained by OMB Travel Unit.</p>
<p>Traveler correspondence and related records - by traveler</p>		<p>Temporary - Travel retains for 3 fiscal years and sends to Record Section. Record Section will dispose after audit.</p>
<p>Proposed travel orders received - weekly report a) Original to Travel - chronological report file b) All other copies</p>		<p>Temporary - Travel retains for 2 fiscal years and disposes. Nonrecord</p>

Management Services Unit

Description	Location of Record	Authorized disposition
<u>PROCUREMENT AND SUPPLY RECORDS</u>		
<p>Procurement files and related records</p> <p>1) SF 147 - Order for Supplies or Services SF 148 - Order-Invoice-Voucher (Continuation Sheet)</p> <p>a) Original Order-Invoice (white) and Vendor's Copy of Order (blue) to vendor</p> <p>b) Procurement Office Copy (blue) filed chronologically</p> <p>c) Copies to Accounting Unit (yellow and pink)</p> <p>2) Bills of Lading - filed chronologically</p>		<p>Temporary - Close file each fiscal year. Retire to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new file each fiscal year.</p> <p>Temporary - Dispose when 3 years old or when no longer needed as proof of receipt.</p>
<p>Records relating to requisitions on the Public Printer</p> <p>SF 1 - Printing and Binding Requisition - filed with procurement records</p>		<p>Temporary - Close file each fiscal year. Retire to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new file each fiscal year.</p>
<p>Requisitions</p> <p>OMB Form 1 - Requisition for Supplies, Equipment or Services -</p>		<p>Temporary - Dispose 2 years after completion or cancellation of request.</p>
<u>PROPERTY INVENTORY</u>		
<p>Inventory files</p> <p>1) OMB Form 5 - Equipment Record Card - filed by type; and serial number for machines and composite grouping for furniture</p>		<p>Temporary - Dispose individual card of item excessed during annual inventory. Prepare new card for each item procured.</p>

Management Services Unit

Description	Location of Record	Authorized disposition
<p>Inventory files - continued</p> <p>2) Inventory Tally Sheets - prepared annually</p> <p>3) Comprehensive Computer Listing of OMB property inventory - prepared quarterly</p>		<p>Temporary - Dispose after completion of annual inventory.</p> <p>Temporary - Dispose quarterly listings after completion of annual inventory.</p>

Personnel

Description	Location of Record	Authorized disposition
<u>Personnel Records (continued)</u>		
Correspondence and subject files relating to administrative and policy decisions affecting the administration of the OMB personnel system.		Permanent - Close files every second calendar year. Retire closed files to Record Section every second calendar year. Offer to NARS when 8 years old. Start new files every second calendar year.
Correspondence and subject files relating to the administration and operation of personnel functions.		Temporary - Close files every second calendar year. Retire closed files to Record Section every second calendar year. Record Section will dispose when 6 years old. Start new files every second calendar year.
Correspondence, letters, and telegrams offering appointments to potential employees.		Temporary - If appointment is accepted; destroy immediately. If appointment is declined: Return to CSC with reply and application, if name was received from certificate of eligibles.
Certificate files consisting of: 1) Requests for certificates of eligibles. 2) Certificates of eligibles.	File by certificate number	Temporary - Dispose 2 years after date of certificates.
Position descriptions	File in accordance with FPM Supplement 293-31	Dispose of all copies but <u>one</u> when position is abolished or description is superseded. Dispose of remaining copy 5 years after position is abolished of description is superseded.

Personnel

Description	Location of Record	Authorized disposition
<u>Personnel Records (continued)</u>		
<p>Notifications of personnel action, exclusive of those in Official Personnel Folders - Journal Copy</p>		<p>Temporary - Dispose when 2 years old.</p>
<p>Applications for employment and related papers.</p>		<p>Temporary - Close files at end of every second calendar year. Dispose of closed files at the end of every second calendar year. Start new files every second calendar year.</p>
<p>a. Applicants not considered as viable candidates.</p>		
<p>b. Applicants considered as viable candidates and the files contain evaluative information.</p>		<p>Temporary - Close files at end of every second calendar year. Retire closed files to Record Section every second calendar year. Record Section will retain for three years and dispose. Start new files every second calendar year.</p>
<u>Personnel Evaluations</u>		
<p>Staff Financial Statements - (GS 15 and above) These records contain information on the individual's employment or financial interests, creditors, trusteeships, and interest in real property other than the individual's personal residence as required by E.O. 11222 of May 8, 1965, 30 F.R. 6469, 3 CFR, 1965 Supp; 5 CFR 735.104, 401-412.</p>	<p>Administrative Assistant to the Director</p>	<p>Temporary - Dispose when 2 years old.</p> <p>Temporary - Dispose 5 years after separation of employee.</p>

Administrative Services

Description	Location of Record	Authorized disposition
<u>ADMINISTRATIVE RECORDS</u>		
<p>Chronological file</p> <p>Correspondence and report files reflecting the functions of the Administrative Services Office carried out by the following subordinate offices:</p> <ul style="list-style-type: none"> - Duplicating - Graphics - Records - Service Group - Moving and Maintenance - Mail and Messenger and Transportation 	Administrative Services Office	<p>Temporary -</p> <p>Close files at the end of every second year.</p> <p>Dispose closed files every second year.</p> <p>Start new files every second year.</p>
<u>PROPERTY DISPOSAL RECORDS</u>		
<p>Reports of excess personal property (SF 120); Transfer orders of excess personal property (SF 122); and related correspondence pertaining to the operation and administration of property disposal filed by fiscal year.</p>	Administrative Services Office	<p>Temporary -</p> <p>Close files at the end of every second year.</p> <p>Dispose closed files when 3 years old.</p> <p>Start new files every second year.</p>
<u>MOTOR VEHICLE OPERATION RECORDS</u>		
<p>Motor vehicle operating records filed by fiscal year.</p>	Administrative Services Office	<p>Temporary -</p> <p>Close files at the end of every year.</p> <p>Dispose closed files when 1 year old.</p> <p>Start new files every year.</p>
<p>Reports of motor vehicle data (SF 82) and related correspondence filed by fiscal year.</p>		<p>Close files at the end of every second year.</p> <p>Dispose closed files when 3 years old.</p> <p>Start new files every second year.</p>
<p>Records relating to motor vehicle accidents and related correspondence filed by individual case.</p> <ul style="list-style-type: none"> - Operator's report of motor-vehicle accident (SF 91) - Investigation report of motor vehicle accident (SF 91-A) 		<p>Close file upon completion of each case.</p> <p>Dispose closed file when 6 years old.</p> <p>Start new file for each case.</p>

Administrative Services

Description	Location of Record	Authorized disposition
<p><u>SPACE AND MAINTENANCE RECORDS</u></p> <p>Records relating to the allocation, utilization, and release of space under OMB control and related correspondence pertaining to space and maintenance matters filed by fiscal year. Records include:</p> <ul style="list-style-type: none"> - Building plan files and related records utilized in space planning, assignment, and adjustment. - OMB reports to GSA regarding space occupied and related papers. <p>Requests for building and equipment maintenance services (work orders to GSA) and related correspondence filed by fiscal year.</p> <p>Locator file - directory cards filed alphabetically by employee name.</p> <p>Identification credentials and related papers:</p> <ul style="list-style-type: none"> - Identification cards - Parking permits - Motor vehicle operator permits - Receipts, indices, listings, and related papers 	<p>Administrative Services Office</p>	<p>Temporary -</p> <p>Close files at the end of every second year.</p> <p>Dispose closed files when all plans therein are superseded or obsolete. Start new files every second year.</p> <p>Dispose closed files when 2 years old. Start new files every second year.</p> <p>Close files at the end of every year. Dispose closed files 1 year after all work has been performed or requisition cancelled. Start new files every year.</p> <p>Dispose individual card upon separation of employee. Prepare new card for each employee as appropriate.</p> <p>Dispose individual credential 3 months after return to issuing officer. Prepare new credential as appropriate.</p> <p>Dispose after all listed credentials are accounted for. Prepare new listings as appropriate.</p>
<p><u>MAIL AND MESSENGER RECORDS</u></p> <p>Operational management records:</p> <ul style="list-style-type: none"> - Messenger service data - including logs, dispatch records, receipts, schedules, etc. - Postal forms and supporting papers - Mail control records and supporting papers 	<p>Mail and Messenger Offices</p>	<p>Temporary -</p> <p>Close files at the end of every year. Dispose closed files when 1 year old. Start new files every year.</p>

Administrative Services

Description	Location of Record	Authorized disposition
<u>DUPLICATING RECORDS</u>		
<p>Reports to the Joint Committee on Printing and related records regarding operation of the OMB Duplicating Office; including inventories of printing, binding, and related equipment.</p>	Administrative Services Office	<p>Temporary -</p> <p>Close files at the end of every second year. Dispose closed files when 3 years old. Start new files every second year.</p>
<p>Duplicating Office copy of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar item filed by fiscal year.</p>	Duplicating Office	<p>Close files at the end of every year. Retire closed files to Record Section for disposal every year. Start new files every year.</p>
<p>Job or project records: - Papers and data pertaining to the execution of printing, binding, and duplicating jobs - Control registers pertaining to requisitions and work orders</p>		<p>Close files at the end of every year. Dispose closed files when 1 year old. Start new files every year.</p>
<u>GRAPHICS RECORDS</u>		
<p>Graphics project records: - Graphics Office copy of each graphic presentation, chart, form, and similar item - Papers and data pertaining to the execution of graphics projects; control registers</p>	Graphics Office	<p>Nonrecord - Office reference copies. Dispose when obsolete or superseded.</p>
<u>RECORDS MANAGEMENT AND DISPOSITION RECORDS</u>		
<p>Correspondence and report files pertaining to the administration and operation of OMB's records management program and related papers.</p>	Records Office	<p>Permanent - Retain in Records Office as permanent reference.</p>
<p>Records disposition files - including inventories, disposal authorizations, retirement schedules, locator files, etc.</p>		
<p>Forms management file - containing data on inception and scope, program or administrative purposes, and revision, supersession, and cancellation procedures.</p>		
<p>Statistical reports of records holdings.</p>		