

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED OCT 26 1976	JOB NO NC 1 - 51-77-1
NOTIFICATION TO AGENCY - - -	
<p>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</p>	
Date 2-9-77	Archivist of the United States <i>James B. Rhoads</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
Office of the Director - Records Section

4. NAME OF PERSON WITH WHOM TO CONFER
Melvin Margerum/Charles Howton

5. TEL. EXT. 202
103-3914

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

10/22/76 (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
1.	<p>RG 51: Records of the Bureau of the Budget/Office of Management and Budget</p> <p>Division of Administrative Management (1939-52)</p> <p>Audiovisual records related to textual records in series 39.10a. Records re General Management of the Executive Branch. (See NARS Audiovisual Archives Division letter dated June 9, 1976. copy attached.)</p> <p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Management Improvement - 44 negative plates for visual presentation. b. Flow Process Chart and How to Use It - one reel 16mm film. c. Work Simplification Program - two 35mm filmstrips; 72 positive and 72 negative plates. <p>Immediate disposal for above records requested.</p>	NC3-51-76-1	
2.	<p>Labor and Welfare Division Federal Board of Hospitalization (FBH)</p> <p>Records concerning administration of FBH and resolutions pertaining to hospital acquittions and construction projects of the Veterans Administration, War and Navy Departments, and other Federal agencies, submitted to the Bureau of the Budget in accordance with Bureau of the Budget Circular No. 146, dated May 7, 1943.</p>		

52 items

Sent to NNF and agency - 2/14/77

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Correspondence re appointments and resignations. b. Work reports; annual reports to members. c. Hospital reimbursement rate reports. d. Correspondence re Hospital Site Selections. e. Correspondence re VA Bed Requirements. f. Numerical Register of FBH Resolutions. g. Case files on individual FBH resolutions containing copy of the resolution and transmittal memoranda; internal BOB memoranda and worksheets; copy of memorandum to the President; copy of BOB approval letter to agency concerned. <p>Immediate disposal requested -- covers period 1942-1948. (2 cu. ft.)</p>		
3.	<p>Division of Estimates</p> <p>Records concerning official construction and engineering projects of the Puerto Rico Reconstruction Administration (PRRA), Department of the Interior, submitted to the Bureau of the Budget for authority to expend funds out of the Puerto Rico Revolving Fund established by the Act of February 11, 1936 (49 Stat. 1135).</p> <p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Application transmittal letters containing individual project summary and justification. b. PRRA Forms No. 276, Official Project Applications on individual projects, containing cost estimate and work schedule data. <p>Immediate disposal requested -- covers period 1937-1948. (Less than 1 cu. ft.)</p>		
4.	<p>Division of Estimates</p> <p>Records concerning agency management improvement reports and annual statements of fiscal year accomplishments and future plans for action under the management program established by E.O. 10072 of July 29, 1949; Prepared for review by the Bureau of the Budget in accordance with Bureau of the Budget Circular No. A-8, dated January 31, 1950.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Copies of agency annual reports and letters of transmittal. b. Internal BOB memoranda re issues raised in reports. <p>Reporting requirement defined in Circular No. A-8 terminated August 11, 1954. Immediate disposal requested -- covers period FY 1951 through FY 1954. (3 cu. ft.)</p> <p>Office of Financial Management Office of Executive Management Organization and Management Systems Division</p> <p>Records concerning agency financial management improvement activities submitted to the Bureau of the Budget/Office of Management and Budget for review in accordance with the Joint Financial Management Improvement Program (JFMIP) established in 1948 and the Budget and Accounting Procedures Act of 1950. Information prepared for JFMIP Annual Reports published jointly by the Department of the Treasury, BOB/OMB, the Civil Service Commission, and the General Accounting Office in accordance with annual BOB/OMB bulletins pertaining thereto.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Copies of agency annual reports and letters of transmittal. b. Internal BOB/OMB Memoranda re issues raised in reports. c. Copies of interagency correspondence relating to various financial and accounting procedures pertaining to the particular reports of the submitting agencies. <p>Immediate disposal requested -- covers period FY 1961 through FY 1970. (7 cu. ft.)</p>		
6.	<p>Budget Review Division</p> <p>Records concerning agency progress reports and periodic estimates of budget expenditures and employment of the annual "summary financial plan" as required by Bureau of the Budget Circular No. A-24, dated October 1, 1958 (Estimates and Reports on Budget Progress).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p>Records consist of the following:</p> <ul style="list-style-type: none">a. Copies of monthly agency progress reports and letters of transmittal.b. Internal BOB worksheets containing data on individual agency requests through final appropriation data by fiscal year. <p>Reporting requirement is defined in Circular No. A-24 superseded by Circular No. A-44, dated October 31, 1962 (Improving Manpower Controls and Utilization in the Executive Branch).</p> <p>Immediate disposal requested -- covers period FY 1958 through FY 1962. (2 cu. ft.)</p> <p>Budget Review Division</p> <p>Records concerning agency Annual Motor Vehicle Reports furnishing information with respect to use and operating costs, and age and mileage analysis of vehicles reported in the agency's automobile inventory and budget estimates, as required by sections 83 and 84 of BOB/OMB Circular No. A-11 (Preparation and Submission of Annual Budget Estimates).</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Copies of Standard Forms 82, 82-A, 82-B, and 82-C re above.b. Agency letters of transmittal. <p>Immediate disposal requested for the above records through FY 1971. (3 cu. ft.)</p> <p>Continual disposal requested for the above 5 years after the close of the fiscal year involved.</p>		
8.	<p>Resources and Civil Works Division Natural Resources Programs Division</p> <p>Records concerning agency reporting of information on public works programs underway or to be undertaken in the budget year or succeeding years as required by BOB/OMB Circular No. A-35, initially issued October 26, 1956, or by Circular No. A-11 and subsequent BOB Bulletins previously issued pertaining thereto. Information was supplementary to data required by Circular No. A-11 for consideration as part of the budget process.</p>		

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	<p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Copies of summary reports on direct Federal projects. b. Copies of reports on Federal grants and loans for public works. c. Various schedules containing tabular data pertaining to a. and b. above, and including data on advance planning and initiation of projects and projects underway. (Schedules prepared in accordance with exhibits listed as attachments to Circular No. A-35, or previous BOB Bulletins pertaining to public works reporting). d. Copies of agency letters of transmittal and general summary statements. <p>Reporting requirement as defined in Circular No. A-35 rescinded effective September 20, 1972.</p> <p>Immediate disposal requested for the above records through FY 1972. (4 cu. ft.)</p>		
9.	<p>Budget Review Division</p> <p>Records consisting of computer printouts of the analysis of the relation of obligations to outlays and the distribution of outlays created from information contained in agency budget submissions to OMB as required by Circular No. A-11 (Preparation and Submission of Annual Budget Estimates).</p> <p>Immediate disposal requested for the above records through FY 1971 (less than 1 cu. ft.)</p> <p>Continual disposal requested for the above 5 years after the close of the fiscal year involved.</p>		
10.	<p>Budget Review Division</p> <p>Records consisting of monthly computer printouts which constitute backup data for the compilation of Government-wide obligational information for various economic analyses. These tabulations were initiated by the Bureau of Accounts, Department of Treasury, at the request of OMB to verify agency information submitted to Treasury on Standard Form 225 (Report on Obligations) as required by Treasury Circular 1073, dated May 6, 1963 (Presently pending incorporation into and replacement by Treasury Fiscal Requirements Manual, Part II, Chapter 4400). Since 1972 OMB has requested only copies of the June 30 preliminary and final reports.</p>		

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	<p>Immediate disposal requested for the above records through FY 1972 (22 cu. ft.).</p> <p>Continual disposal requested for the above after the close of the fiscal year involved.</p> <p>11. Office of Budget Review</p> <p>Records concerning reports on agency operations under Bureau of the Budget Circular No. A-45 (Rent Policy for Quarters Supplied to Federal Employees) dated June 3, 1952, as required by various BOB Bulletins and used to compile information for certain Congressional reporting requirements.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Reports consisting of data sheets on rental units and rates and related information.b. Agency letters of transmittal. <p>Reports no longer requested after FY 1959; Circular A-45 revised October 31, 1964.</p> <p>Immediate disposal requested -- covers period FY 1973 through FY 1959. (3 cu. ft.)</p>		
	<p>12. Office of Budget Review</p> <p>Records concerning agency reports under Bureau of the Budget Bulletin No. 53-10, anticipated purchases of office furniture for FY 1953; used to compile data for various Congressional reporting requirements.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Reports consisting of data sheets on furniture purchases.b. Agency letters of transmittal. <p>Immediate disposal requested -- covers FY 1973 only (less than 1 cu. ft.).</p>		
	<p>13. Office of Budget Review</p> <p>Records concerning agency reports under Bureau of the Budget Bulletin No. 54-8, information on reimbursements and advances for inclusion in the Congressional justifications.</p>		

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	<p>Records consist of the following:</p> <ul style="list-style-type: none">a. Copies of agency reports required to be submitted with agency budget justifications to Congress.b. Agency letters of transmittal. <p>Immediate disposal requested -- covers FY 1954 only (less than 1 cu. ft.).</p>		
14.	<p>Office of Budget Review</p> <p>Records concerning agency reports under Bureau of the Budget Bulletin No. 61-9, changes in obligations and expenditures resulting from acceleration of procurement and construction; used to compile information pertaining to the expedition of these activities within currently available agency funds for FY 1961.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Report data sheets containing the above mentioned information by bureau and activity.b. Agency letters of transmittal. <p>Immediate disposal requested -- covers FY 1961 only (less than 1 cu. ft.).</p>		
15.	<p>Division of Estimates</p> <p>Records concerning agency reports on information on the Federal Government's probable civilian employment as required by Bureau of the Budget Circular No. A-28 (Forecasts of Personnel Requirements), dated June 18, 1948 with revisions.'</p> <p>Records consist of the following:</p> <ul style="list-style-type: none">a. Civil Service Commission forms 3257 (Monthly Report of Federal Civilian Employment), amended to Quarterly Forecast of Federal Civilian Employment, and thusly submitted, containing data on paid employment and employee turnover, by agency. (FY 1949 only).b. Standard forms 113 (identical to and superceding above CSC form 3257, similarly prepared and submitted).c. Reports made by letter in lieu of SF 113 (containing data required as above, similarly submitted). (FY 1951 only).d. Agency letters of transmittal (FY 1949 through FY 1950).		

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16.	<p>Division of Estimates</p> <p>Reports no longer required after FY 1951; Circular A-28 rescinded June 4, 1951.</p> <p>Immediate disposal requested -- covers period FY 1949 through FY 1951. (5 cu. ft.)</p> <p>Records concerning agency reports on estimates of personnel requirements as required by Bureau of the Budget Circular No. A-29 (Determination of Personnel Requirements), dated August 1, 1943, with revisions, in accordance with the War Overtime Pay Act of 1943 and the Federal Employees Pay Act of 1945.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Copies of Civil Service Commission forms 3257 (Monthly Report of Federal Civilian Employment) and accompanying schedules analyzing the reported employment, by agency. (FY 1943 and FY 1944). b. Budget Bureau forms A-29 (Quarterly Estimate of Personnel Requirements) containing data on agency personnel requests by appropriation or organization. (FY 1944 through FY 1947). c. Special Reports on Employment (BB Forms A-29 amended to Employment as of <u>(date)</u>, replacing CSC Forms 3257), as required by BOB Bulletin No. 1945-46:3, dated July 23, 1945. (FY 1945 and FY 1946). d. Copies of CSC Forms 3257, part B, (replacing Special Reports on Employment, BB Forms A-29 amended), as required by BOB Bulletin No. 1945-46:25, dated June 25, 1946. (FY 1947 only). e. BB Forms A-29a (Certification of Compliance with Personnel Limitations (FY 1947 through FY 1951). f. Standard Forms 80 (Estimate of Personnel Requirements), superceding BB Forms A-29. (FY 1947 through FY 1951). g. Various agency letters of transmittal. <p>Reports no longer required after FY 1951. Circular A-29 rescinded September 12, 1950.</p> <p>Immediate disposal requested -- covers period FY 1943 through FY 1951. (2 cu. ft.)</p>		

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17.	<p>Office of Budget Review</p> <p>Records concerning agency reports under Bureau of the Budget Bulletin No. 64-1, Analysis of June 1963 employment; used to distinguish among types of positions to correspond with usual presentations of personnel compensation in budget schedules and to establish basic statistical data figures.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Reports consisting of data sheets in accordance with attachment to Bulletin No. 64-1. b. Agency letters of transmittal. <p>Immediate disposal requested -- covers 1963 only (less than 1 cu. ft.).</p>		
18.	<p>Division of Estimates Office of Budget Review Budget Review Division</p> <p>Records relating to and concerning agency reports on Federal civilian employment submitted to the Civil Service Commission in accordance with appropriate CSC regulations and the Federal Personnel Manual, Chapter R1 (1948-1966) and Chapters 291-292 (1966-present); and containing certain personnel ceiling information required by the Bureau of the Budget/Office of Management and Budget.</p> <p>Records consist of the following:</p> <ul style="list-style-type: none"> a. Copies of Standard Forms 113 (Monthly Report of Federal Civilian Employment), containing data on employment and payrolls, and personnel actions, by agency. (FY 1948 through FY 1966). b. Budget Bureau Forms No. 50 (Civilian Employment Statistics). Internally compiled summary and analysis sheets prepared from SF 113s by appropriate BOB agency budget examiner. (Fy 1963 through FY 1968). c. Copies of Standard Forms 113-A (Monthly Report of Federal Civilain Employment Short-Form) and 113-B (Monthly Payroll Report of Federal Civilian Employment), similar to and superceding SF113, by agency. (FY 1966 to date). d. Various agency letters of transmittal. <p>Immediate disposal requested for the above records through FY 1972. (8 cu. ft.)</p>		

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	Continual disposal requested for the above one year after the close of the fiscal year involved or when no longer needed for administrative purposes, whichever is sooner.		