

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-520-95-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is entirely superseded by N1-520-12-001.

Date Reported: 04/16/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY***(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 204081. FROM (Agency or establishment)  
CONGRESSIONAL BUDGET OFFICE

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

MARK DESAUTELS

226-2600

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-520-95-1

DATE RECEIVED

4-4-96

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

10-1-96

ARCHIVIST OF THE UNITED STATES

*John W. Carl***6. AGENCY CERTIFICATION**I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 108 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;



is attached; or



has been requested.

DATE

4-4-96

SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

TITLE

Director, OIGR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	- Please see attached pages -		

CONGRESSIONAL BUDGET OFFICE

COMPREHENSIVE RECORDS SCHEDULE

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**CONGRESSIONAL BUDGET OFFICE**  
**COMPREHENSIVE RECORDS SCHEDULE**

**Chapter 1**

**RECORDS COMMON TO MOST CBO OFFICES**

The records described in Chapter 1 of this records disposition schedule are commonly found throughout the Congressional Budget Office. Records series descriptions and disposition instructions apply to all similar series found in the Congressional Budget Office. Records series covering files unique to each office are covered in the chapters for each office.

**1-1. ADMINISTRATIVE DATABASES**

Databases that support administrative or housekeeping functions, containing information derived from hard copy records on an approved schedule and authorized for destruction.

- a. When hard copy records are retained in order to meet recordkeeping requirements.

TEMPORARY. Delete information in the database when no longer needed.

{GRS ~~23~~ item 3a}  
**20**

- b. When database takes the place of hard copy records.

TEMPORARY. Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.

{GRS ~~23~~ item 3b}  
**20**

- c. Hard copy printouts created for short-term administrative purposes.

TEMPORARY. Destroy when no longer needed.

{GRS ~~23~~ item 3c}  
**20**

**1-2. CALENDARS AND APPOINTMENT BOOKS**

Appointment books, calendars, schedules of daily activities, logs, diaries, and other records, maintained in hard copy or electronic form documenting appointments, meetings, trips, visits, and other daily activities of CBO employees in staff offices.

- a. When records contain substantive information relating to official activities, **the substance of which has not been incorporated into official files.**

TEMPORARY. Destroy/delete when 2 years old.

{GRS 23 item 5a}

- b. When records document routine activities containing no substantive information.

TEMPORARY. Destroy/delete when no longer needed for convenience of reference.  
{GRS 23 item 5b}

1-3. CBO PUBLICATIONS

Annual reports, telephone directories, posters, charts, newsletters and other official CBO publications. The official CBO record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Destroy when obsolete, superseded or no longer needed.

b. Copies for distribution

TEMPORARY. Destroy when no longer needed.

1-4. CHRONOLOGICAL CORRESPONDENCE FILES

**Duplicate copies** of official CBO incoming and outgoing correspondence, memoranda and reports kept in chronological order as a record of the daily output of the office. Also called Reading Files or Day Files. The official record copies of these items are maintained in various files in the Office of Intergovernmental Relations.

TEMPORARY. Close at end of each Congress (every 2 years). Transfer to the Washington National Record Center 4 years after closure. Destroy 10 years after closure.

1-5. COMMITTEE AND CONFERENCE FILES

Records relating to both internal and external CBO committees, task forces, working groups, or other formal or informal groups that meet to discuss significant issues, make reports and recommendations, resolve problems, or to investigate a specific assignment or task. The official records are considered to be the records of the Recording Secretary, or in the absence of a delegated recordkeeper, the records of the chair of the committee or other group should be considered the official records of the committee.

a. Records relating to establishment, organization, membership, and policy of internal CBO committees.

TEMPORARY. Destroy 2 years after termination of committee.

{GRS 16 item 8a}

b. Records created by committees

- (1). Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, **excluding** those maintained by the official recordkeeper, sponsor, or Secretariat.

TEMPORARY. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. {GRS 16 item 8b(1)}

**NOTE:** This item does not apply to the official records of CBO boards, committees, task forces, or similar internal or external committees or groups that report to either the Director or to the Deputy Director. Records of those committees must be scheduled on a separate SF 115 and submitted to the National Archives for approval.

- (2). All other committee records

TEMPORARY. Destroy when 3 years old or when no longer needed for reference, whichever is sooner. {GRS 16 item 8b(2)}

1-6. CONTRACTOR/CONSULTANT FILE

**Duplicate copies** of contracts and agreements for outside vendor production of reports, studies, or models with supporting documentation including correspondence, travel records, copy of final product, and methods of payment. Official record copies of contracts and agreements are maintained in Budget and Finance.

TEMPORARY. Destroy upon termination or completion of contract or agreement.

1-7. CONTROL AND TRACKING FILES

Logs, registers, and other records in hard copy or electronic form primarily used to control, track or document the status of incoming and outgoing correspondence, reports, or other records that have been scheduled and are authorized for destruction. A typical entry includes fields for the date received, the originator, brief subject, the action required or taken, and date correspondence returned or sent.

**NOTE:** The logs, registers, other hard copy records or database systems covered by this item do **not** contain abstracts or other information that can be used as an information source separate from the records they track and control, or serve as indexes to permanently valuable records that are listed elsewhere in this schedule.

**NOTE:** This does not include the Project Inventory Control System records maintained in the Office of Intergovernmental Relations.

**TEMPORARY.** Destroy/delete after final action, or when related records are destroyed or when no longer needed, whichever is sooner.

{GRS 23 item 8}

**1-8. CONTROLLED CORRESPONDENCE**

**Duplicate copies** of controlled correspondence including inquiries (requests for studies, etc.), from members of Congress, Congressional Committees or Executive Departments. Files may include copies of internal memoranda, testimony and related documentation, and CBO published or unpublished products. The official record copy of controlled correspondence is maintained in the Office of Intergovernmental Relations.

**TEMPORARY.** Close file annually. Destroy 5 years after closure or when no longer needed, whichever occurs sooner.

**1-9. DIRECTIVES AND ADMINISTRATIVE ISSUANCES**

Duplicate or distribution copies of all CBO directives, administrative issuances, bulletins, organization charts, functional statements, administrative manuals, and similar records. The official record set of CBO administrative issuance and directives is maintained in the Office of Intergovernmental Relations.

**TEMPORARY.** Destroy when superseded, obsolete, or when no longer needed for current agency business. {GRS 16 item 1a}

**1-10. ELECTRONIC SPREADSHEETS**

- a. Spreadsheets recorded on electronic media such as hard disks or floppy diskettes and used to produce a hard copy which is maintained in official CBO files.

**TEMPORARY.** Delete when no longer needed to update or produce a hard copy.

{GRS ~~23~~ item ~~4a~~}

- b. Spreadsheets maintained only in electronic form.

20 15a

**TEMPORARY.** Delete when superseded, obsolete or no longer needed for current agency business.

GRS 20 item 15b

1-11. ELECTRONIC MAIL RECORDS

The **electronic version** of senders' and recipients' E-mail messages that meet the definition of Federal records (including any attachments to the record messages) after the messages have been printed in hard copy and filed in official CBO files.

TEMPORARY. Delete from the E-mail system after filing printed copy.

{GRS 20 item 14}

[NOTE: Filing copy of message should include names of sender and recipients, date, and any receipt data, when required.]

1-12. GENERAL CORRESPONDENCE FILE

Copies of general correspondence (non Controlled Correspondence), requests, memos, and other supporting documents.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

1-13. HIS COST OUTLAY STATEMENTS

Periodic statements of CBO Division use of the HIS mainframe system services and the costs thereby incurred.

TEMPORARY. Destroy 3 years after the close of fiscal year in which the costs were incurred.

1-14. INTERNSHIP APPLICATION FILE

Applications and supporting documentation (resumes), maintained outside of Personnel and Security, pertaining to application for employment in the CBO internship program.

a. Paper file

TEMPORARY. Destroy when 6 months old, or when no longer needed, whichever is sooner.

{GRS 1 item 15}

b. Names/Qualification Database

TEMPORARY. Delete information in database when no longer needed.



1-15. MAILING LISTS

Lists of names and addresses in hard copy or electronic form of individuals and companies that regularly conduct business with CBO, correspond with CBO or that receive CBO publications.

TEMPORARY. Destroy, revise, update or delete as needed for current agency business.

1-16. MONTHLY TREASURY STATEMENT

**Duplicate copies** of analysis of monthly Treasury Department statements concerning budget receipts, outlays and the deficit; fiscal year budget projections; treasury receipts and forecasts for the upcoming month. Includes CBO staff memorandum containing latest time-series projections and CBO monthly outlay analysis for the fiscal year. Record set is maintained in the Office of the Deputy Director.

TEMPORARY. Destroy when no longer needed for reference or when 5 years old, whichever is sooner.

1-17. OFFICE ADMINISTRATIVE FILES

Records accumulated by individual offices related to the internal administration or housekeeping activities of the office. The records relate to office organization, staffing, procedures, and communications; copies of budget records, budget submissions, budget expenditures and funds disbursement; supplies and office services, division procurement, equipment requests and receipts; workload reports and other materials that do not serve as unique documentation of the programs of the office. Arranged alphabetically by topic.

**NOTE:** These records do not serve as unique documentation of CBO program offices.

TEMPORARY. Close files annually. Destroy 2 years after closure, or when no longer needed, whichever is sooner. {GRS 23 item 1}

1-18. PERSONNEL FILE

Files maintained outside of Personnel and Security containing correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder. All official personnel

records and all Official Personnel Folders of CBO employees are maintained in Personnel and Security.

TEMPORARY. Review annually and destroy when superseded, obsolete, or no longer needed. Destroy file relating to an employee within 1 year after separation or transfer, or when no longer needed. {GRS 1 item 18a}

#### 1-19. PROGRAM DATA FILES

Data files generated and/or maintained on any hardware platform, including but not limited to stand alone personal computers, containing data supporting CBO program activities and not listed elsewhere in this schedule.

##### a. Essential Data Files

Final product versions of data files containing supporting data, that is applied government wide, for published and unpublished outputs, including CBO reports, studies, working papers, baselines, formal and informal estimates to Congress, and other activities or products documenting the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office.

PERMANENT. Save to approved transfer medium and transfer to the National Archives, along with related supplementary files and documentation, 5 years after the close of the year in which the data is archived.

NOTE: All transfers of data and documentation will be done in accordance with 36 CFR Section 1228.

##### b. Non-Essential Data Files

Non-essential versions of data files are works-in-progress and may not document the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office. When on-line versions of data reflect the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office, they are essential versions and are archived. Essential versions have been scheduled above for permanent retention.

TEMPORARY. Delete non-essential versions when no longer needed for current agency business.

1-20. PROJECT CONTROL FILES

Memoranda, reports, and other records maintained in hard copy or electronic form documenting the progress of assignments and completion of projects.

**NOTE:** This does not include the Project Inventory Control System maintained in the Office of Intergovernmental Relations.

TEMPORARY. Destroy/delete 1 year after the year in which the project is closed.

{GRS 16 item 5}

1-21. REFERENCE MATERIALS

Non CBO produced directories, guides, instructional materials, journals, periodicals, publications, books, non-customized software, data tapes and published statistical data used solely for operational, general or technical reference.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for current agency business.

1-22. RESUME FILE

Copies of applications and supporting documentation (resumes) pertaining to application for employment and maintained outside of Personnel and Security for reference purposes only.

a. Paper file

TEMPORARY. Destroy when 6 months old, or when no longer needed, whichever is sooner.

b. Names/Qualification Database

TEMPORARY. Delete information in database when no longer needed.

{GRS ~~23~~ item 3c}

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1-23. SECURITY BACKUP FILE

Electronic file consisting of data identical in physical format to a master file or database and retained in case the master file is damaged or inadvertently erased.

- a. File identical to records scheduled for transfer to the National Archives.

TEMPORARY. Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file. {GRS 20 item 8a}

- b. File identical to records authorized for disposal by this or any subsequent NARA approved records schedule.

TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. {GRS 20 item 8b}

1-24. SPEECH FILES

Notes, drafts, finished speeches and supporting documentation, including invitations, references used for the speech, and formal published statements.

**NOTE:** This does not include speech files maintained in the Office of the Director and Deputy Director.

TEMPORARY. Destroy when 5 years old or when no longer needed, whichever occurs sooner.

1-25. SUSPENSE FILES

Documents arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

- a. A note or other reminder to take action.

TEMPORARY. Destroy after the action has taken place.

{GRS 23 item 6a}

- b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.

TEMPORARY. Withdraw documents when reply is received.

{GRS 23 item 6b}

(1). If suspense copy is an extra copy, destroy immediately.

(2). If suspense copy is the file copy, incorporate it into the official files.

1-26. TIME AND ATTENDANCE

**Duplicate copies** of time and attendance records maintained in offices other than Personnel and Security upon which leave input data is based, such as time or sign-in sheets, time cards, flexitime records, leave applications for jury and military duty, and authorized premium pay or overtime. Records are maintained for convenience of reference and may be either electronic or textual. Official time and attendance records are maintained in Personnel and Security.

TEMPORARY. Destroy 6 months after end of current leave year, or when no longer needed for current agency business, whichever comes first.

1-27. TRAINING FILES

Correspondence, memorandums, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.

TEMPORARY. Destroy when 5 years old, or when superseded or obsolete, whichever is sooner. {GRS 1 item 29b}

1-28. TRAVEL FILES

Copies of correspondence, memorandums, copies of vouchers, travel authorizations, approvals, and similar records, maintained outside of Budget and Finance, relating to employee travel for official agency business.

TEMPORARY. Destroy when 2 years old.

1-29. WORD PROCESSING FILES

Documents such as correspondence, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes and used to produce a hard copy which is maintained in official CBO files.

TEMPORARY. Delete when no longer needed to create a hard copy.

{GRS ~~23~~ item 2a}  
~~23~~  
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## **Chapter 2**

### **OFFICES OF DIRECTOR AND DEPUTY DIRECTOR**

The Director of CBO directs operations of the Congressional Budget Office, including responding to requests from Congress and generating statistical reports as required by CBO's enabling legislation. The Deputy Director assists the Director in the overall management of the organization and acts in the Director's absence.

#### **2-1. CONTROLLED CORRESPONDENCE**

See Chapter 1, Records Common to Most CBO Offices

#### **2-2. CHRONOLOGICAL FILE**

See Chapter 1, Records Common to Most CBO Offices

#### **2-3. CONTROLLED CORRESPONDENCE CONTROL AND TRACKING SYSTEM**

Electronic correspondence database that logs, controls, and tracks all correspondence received in the Office of the Director from Congressmen, Congressional Committees and Executive Departments. The system maintains information on the control number, date the correspondence was received in CBO, the sender, the Congressional committee, the date of the correspondence, the subject, action office/person the correspondence was referred to, office/person receiving information copy, response due date, status, and remarks. The system does not serve as an index to official correspondence files in the Director's Office.

TEMPORARY. Update as necessary, and delete when request has been completed or when no longer needed for current agency business, whichever is sooner.

#### **2-4. DIRECTOR'S TELEPHONE MESSAGE LOG**

Two part telephone message slip listing caller, date, organization, telephone number, subject, and reply.

##### **a. Original message**

TEMPORARY. Destroy when completed or when no longer needed, whichever occurs sooner.

b. Volume of carbon copies.

Arranged chronologically by incoming message.

PERMANENT. Close when volume is completed. Transfer to the National Archives 1 year after incumbent Director leaves office.

Annual accumulation is 3 inches.

2-5. DIRECTOR'S SUBJECT FILES

Memoranda, correspondence, printed materials, studies, lists and reference materials pertaining to areas of interest to or appropriate for CBO's attention. Arranged alphabetically by subject.

PERMANENT. Transfer to the National Archives 1 year after incumbent Director leaves office.

Annual Accumulation is approximately 6 inches.

2-6. DIRECTOR'S SPEECH FILE

File may include invitation letter, references used for speech, note cards, and formal statements if published. Arranged chronologically.

PERMANENT. Close file annually. Transfer to the National Archives 1 year after incumbent Director leaves office.

Annual accumulation is approximately 6 inches.

2-7. ETHICS COMMITTEE FILE

Staff requests for speaking engagements, course attendance and travel reimbursement. Includes travel committee approval of request, memos from staff, committee notes, and final decisions by the Deputy Director.

TEMPORARY. Close file annually. Destroy 5 years after closure.

2-8. DIRECTOR'S APPOINTMENT BOOKS AND CALENDARS

Calendar of the Director's schedule maintained in both paper and electronic form and sent



electronically to all assistant directors. Arranged chronologically.

a. Paper log

PERMANENT. Close file annually. Transfer to the National Archives 1 year after the incumbent Director leaves office.

Annual accumulation is 1 inch.

b. Electronic copy

TEMPORARY. Delete or destroy when 1 month old, or when no longer needed, whichever is sooner.

c. Printout from electronic system

TEMPORARY. Destroy when superseded.

2-9. DIRECTOR'S TESTIMONY FILE

Letter of invitation to testify, copy of testimony transcript, prepared testimony statement, reading copy, notes, prepared questions and answers, and other related materials. Arranged chronologically by testimony date. **The official record set of all CBO testimony is maintained in the Office of Intergovernmental Relations.**

TEMPORARY. Close file annually. Destroy when no longer needed.

2-10. AWARDS

Memoranda, correspondence, lists and notes relating to Director's cash and non-cash awards to CBO staff.

TEMPORARY. Destroy when no longer needed.

2-11. MONTHLY TREASURY STATEMENT

Analysis of monthly Treasury Department statements concerning budget receipts, outlays and the deficit; fiscal year budget projections; treasury receipts and forecasts for the upcoming month. Includes CBO staff memorandum containing latest time-series projections and CBO monthly outlay analysis for the fiscal year. Arranged by fiscal year.

PERMANENT. Close file at end of fiscal year. Transfer to the National Archives 5 years later.

Annual accumulation is 3 inches.

2-12. HISTORICAL FILE MISCELLANY

Correspondence, memoranda, copies of enabling legislation and related documentation regarding the early organization and operation of the Congressional Budget Office.

PERMANENT. Transfer to the National Archives upon approval of schedule.

Volume on hand: 3 inches.

## **Chapter 3**

### **OFFICE OF THE GENERAL COUNSEL**

The General Counsel performs CBO's legal work, interpreting applicable statutes, analyzing proposed legislation, and reviewing procurement actions.

#### **3-1. PROGRAM ISSUES FILE**

Papers and studies on scorekeeping, budget and other CBO program issues on which the General Counsel's office has been asked to do legal research. Arranged chronologically.

PERMANENT. Close file annually. Transfer to the National Archives in 5 year blocks when the latest record is 10 years old.

Annual accumulation is 1 cubic foot.

#### **3-2. ADMINISTRATIVE ISSUES FILE**

Papers and studies on internal CBO personnel and ethics related issues on which the General Counsel's office has been asked to do legal research.

TEMPORARY. Review annually and destroy when no longer needed, or when 5 years old, whichever is sooner.

#### **3-3. SUBJECT FILES**

Speeches, papers, memos, copies of published and unpublished CBO studies, reports and papers, budget questions and answers, lists of speaking engagements, and interagency correspondence.

TEMPORARY. Review annually and destroy when no longer needed, or when 5 years old, whichever is sooner.

## Chapter 4

### OFFICE OF INTERGOVERNMENTAL RELATIONS

Congressional relations, intergovernmental coordination, press relations, editorial and publishing services; microcomputer support; administrative support in areas of personnel and security, budget and finance, contracts and procurement, administrative services, library services, and commercial and interagency mainframe timesharing.

#### 4-1. CONGRESSIONAL COMMITTEE CORRESPONDENCE FILE

Correspondence, memoranda, press releases, and other related material pertaining to House and Senate committees. Arranged by legislative body and thereunder alphabetically by committee.

PERMANENT. Close file when total thickness exceeds 1 inch, or when earliest record is 15 years old, whichever occurs sooner. Transfer to the National Archives 24 years after closure.

Annual accumulation is 1 inch.

#### 4-2. CONGRESSIONAL CORRESPONDENCE SERIES

Correspondence, memoranda, and other related materials arranged alphabetically by member.

##### a. Current Members of Congress

TEMPORARY. Close upon member's departure from Congress. Retire to Past Congressional Members Correspondence.

##### b. Past Congressional Members Correspondence

PERMANENT. Close when no longer needed for agency business, or when earliest record is 15 years old, whichever occurs sooner. Retire to Washington National Records Center. Transfer to the National Archives 18 years after retiring to Washington National Records Center.

Volume on hand: 8 cubic feet

4-3. EXECUTIVE BRANCH CORRESPONDENCE

Correspondence, memoranda, reports and notes arranged by Executive Branch agency and thereunder chronologically.

PERMANENT. Close file every 6 years. Transfer to the National Archives 10 years after closure.

Annual accumulation is less than 1 inch.

4-4. LEGISLATIVE AGENCY CORRESPONDENCE

Correspondence and memoranda with other legislative agencies. Arranged by agency, filed chronologically thereunder.

PERMANENT. Close file every 6 years. Transfer to the National Archives 14 years after closure.

Annual accumulation is less than 1 inch.

4-5. CONGRESSIONAL CORRESPONDENCE LOG

Log book of all incoming Congressional correspondence. Arranged chronologically.

PERMANENT. Transfer to the National Archives when 10 years old.

Annual accumulation is less than 1 inch.

4-6. PROJECT INVENTORY CONTROL SYSTEM

Electronic database that tracks the status of CBO products and is searchable by requestor, type of product, division, subject of project, author, control number and project number.

PERMANENT. Transfer 1 copy to the National Archives upon approval of schedule. Transfer updates at the end of each Congress (every two years).

**NOTE:** All transfers of data will be done in accordance with 36 CFR Section 1228.

4-7. PROJECT INVENTORY CONTROL SYSTEM REPORTS

Reports generated quarterly detailing the status of all products being currently produced

in CBO. The reports duplicate the searchable information available from the electronic system.

TEMPORARY. Close file at the end of each Congress (every 2 years). Destroy 5 years after closure.

4-8. TESTIMONY FILE

Testimony on various topics presented by invitation to Congressional Committees.

- a. Record set of Congressional testimony presented by Director, Deputy Director and CBO Staff to Congressional Committees. Includes letters of invitation to testify, copies of formal statements given at testimony, reading copy, notes, internal memoranda, final copy of testimony transcript, anticipated questions, answers and other related materials. Arranged chronologically by testimony date.

PERMANENT. Close file every 10 years. Transfer to the National Archives 4 years after closure.

Annual accumulation is 1.5 cubic feet.

- b. CBO Testimony Procedures

List of procedures followed by CBO employees when giving testimony before Congress.

TEMPORARY. Destroy when superseded.

- c. Testimony list

List of testimonies by year, including CBO witness, date of testimony, Congressional body and committee receiving the testimony and the subject of the testimony.

PERMANENT. Transfer to the National Archives with the related testimonies.

Annual accumulation is approximately 2 pages.

- d. Testimony Chronological File

One copy (duplicate) of each testimony statement, filed chronologically.

TEMPORARY. Close file at end of each Congress. Destroy 5 years after closure.

e. Testimony Tracking System

Electronic tracking system for CBO testimony. Data includes each testimony by topic, Congressional Committee, witness, division and date.

PERMANENT. Transfer 1 copy to the National Archives upon approval of schedule. Transfer updates at the end of every 2 Congresses (every four years).

NOTE: All transfers of data will be done in accordance with 36 CFR Section 1228.

4-9. GENERAL INTERNAL CBO CORRESPONDENCE

Internal memoranda, notes, correspondence, and electronic mail printouts between the OIGR Director and Assistant Directors, General Counsel and CBO divisions, arranged hierarchically, thereunder chronologically. Includes the record set of CBO directives, and administrative issuances.

PERMANENT. Close file every 4 years and retire to the Washington National Record Center. Transfer to the National Archives 10 years after closure.

Annual accumulation is less than 1 cubic foot.

4-10. OIGR SUBJECT FILES

Records that relate to unique functions of OIGR, including files on interagency coordination, press contacts and procedural guidelines. Arranged alphabetically by topic.

PERMANENT. Close file when no longer needed for agency business or when oldest record is 15 years old, whichever occurs sooner. Retire to the Washington National Records Center. Transfer to the National Archives 10 years after closure.

Annual accumulation is less than 1 cubic foot.

4-11. PERSONNEL ADMINISTRATIVE FILES

Files maintained outside of Personnel and Security containing correspondence, memoranda, forms, notes and other records relating to expenditures for CBO personnel and outside contractors, including files on awards, salaries, salary reviews, consultants and contracts.

TEMPORARY. Destroy when 5 years old, or when no longer needed, whichever is sooner.

4-12. CLIPPINGS FILE

Loose newspaper clippings mentioning CBO or concerning CBO related matters.

TEMPORARY. Destroy when no longer needed.

4-13. HISTORICAL FILE MISCELLANY

Correspondence, memoranda, related materials documenting the early organization and operation of the Congressional Budget Office.

PERMANENT. Transfer to the National Archives within 20 years of the approval of this records schedule, or when no longer needed for agency business, whichever occurs sooner.

Volume on hand: 4 cubic feet.



## Chapter 5

### PUBLICATIONS SERVICES

Stocks and distributes all CBO published and unpublished reports, studies, memoranda and papers. Maintains mailing lists.

#### 5-1. CBO STUDIES AND PAPERS

Record set. One each of all CBO published reports, studies, papers, analyses and memoranda distributed by Publications Services. Published reports are arranged by publication number; unpublished by title.

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1-2 cubic feet.

#### 5-2. MAILING LIST REQUEST FORMS

Completed forms filled out by those who wish to receive CBO publications, reports and studies. Indicates requestor's areas of interest.

TEMPORARY. Delete after input to electronic system, or after 3 months, whichever is sooner. {GRS 13 item 4a}

#### 5-3. ROUTINE REQUESTS FOR CBO REPORTS, STUDIES AND PUBLICATIONS

TEMPORARY. Destroy as soon as request is filled, or when 3 months old, whichever is sooner. {GRS 14 item 1}

#### 5-4. PRINTING REQUISITION ORDERS

Copies of printing requisition orders and delivery receipts.

TEMPORARY. Destroy when no longer needed.

## Chapter 6

### PERSONNEL AND SECURITY

General personnel and security functions, including copies of personnel records maintained in the office. Also included are records created in electronic form that support personnel functions.

#### 6-1. OFFICIAL PERSONNEL FILES

Documents pertaining to official personnel business, including salary history, benefit enrollment forms, personnel actions, commendation letters, address forms, and other supporting documentation on individual employees. Official record set.

##### a. Priority Files

Current CBO staff personnel folders.

TEMPORARY. Close when employee leaves CBO. Transfer to Cumulative Files.

##### b. Cumulative Files

Personnel folders for those employees no longer employed by CBO.

##### (1). Transferred Employees

TEMPORARY. See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency. {GRS 1 item 1a}

##### (2). Separated employees

TEMPORARY. Close upon separation of employee. Transfer official personnel folder to National Personnel Records Center (NPRC), St. Louis, MO 30 days after separation. NPRC will destroy 65 years after separation from Federal service. {GRS 1 item 1b}

#### 6-2. PERFORMANCE REVIEWS

Quarterly performance review of each CBO staff member. Merit salary increases are based on performance reviews.

TEMPORARY. Destroy when no longer needed but no sooner than 4 years after performance reviews.

6-3. VACANCY ANNOUNCEMENTS

Announcements of hiring for specified position at CBO.

TEMPORARY. Destroy 2 years after vacancy is filled, or when no longer needed, whichever is later.

6-4. TIME AND ATTENDANCE/LEAVE/PAYROLL/SALARY HISTORY RECORDS

a. Time and attendance source records

All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine readable or paper form.

TEMPORARY. Close at end of leave year. Retire to Washington National Record Center 2 years after closure. Destroy after GAO audit or when 6 years old, whichever is sooner. {GRS 2 item 7}

b. Leave/Payroll/Salary History Reports

(1). Electronic report on PCTARE System

Electronic report sent to National Finance Center for payroll authorization.

TEMPORARY. Update elements and/or entire record as required.

{GRS 2 item 1a}

(2). Individual Pay Record, containing data on each employee

Payroll records prior to National Finance Center contract and computer printout received from National Finance Center or other payroll service bureau biweekly and maintained in bound volumes, 1990 to date.

TEMPORARY. Close file at end of leave year. Transfer to National Personnel Records Center 2 years after closure. National Personnel Records Center will

destroy when 56 years old.

{GRS 2 item 1b}

c. Leave record

- (1). Record of employee leave, such as SF 1150, prepared upon transfer or separation.

TEMPORARY. File on right side of Official Personnel File. Transfer with Official Personnel Folder. See instructions for Official Personnel Folders.

{GRS 2 item 9a}

- (2). CBO copy, when maintained

TEMPORARY. Destroy when 3 years old.

{GRS 2 item 9b}

d. Non-current payroll files

Copy of non-current payroll data maintained by National Finance Center or other payroll service bureau in either microform or machine readable form.

TEMPORARY. Destroy 15 years after close of pay year in which generated.

{GRS 2 item 2}

6-5. EMPLOYEE AWARDS/MERIT INCREASES

Background material, correspondence, reports, and lists of approved nominees for CBO merit increases, awards and outside awards.

TEMPORARY. Destroy when 2 years old or when no longer needed for agency business, whichever is later.

{GRS 1 item 12a}

6-6. DEDUCTIONS, ALLOTMENTS, AND ELECTRONIC FUNDS TRANSFERS

a. Tax files

- (1). Employee withholding allowance certificate such as IRS Form W-4 and state equivalents.

TEMPORARY. Destroy 4 years after superseded or obsolete or upon separation of employee.

{GRS 2 item 13a}

- (2). CBO copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by CBO or payroll processor.

TEMPORARY. Destroy when 4 years old. {GRS 2 item 13b}

- (3). CBO copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor.

TEMPORARY. Destroy when 4 years old. {GRS 2 item 13c}

b. Savings Bond Purchase files

U.S. Savings Bond Authorization, SF 1192 or equivalent.

TEMPORARY. Destroy when superseded or after separation of employee.  
{GRS 2 item 14a}

c. Combined Federal Campaign and other allotment authorizations.

- (1). Authorization for individual allotment to the Combined Federal Campaign.

TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.  
{GRS 2 item 15a}

- (2). Other authorizations, such as savings.

TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner.  
{GRS 2 item 15b}

d. Thrift Savings Plan Election Form

Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.

TEMPORARY. Destroy when superseded or after separation of employee.  
{GRS 2 item 16}

e. Direct Deposit Sign-up Form (SF 1199A)

TEMPORARY. Destroy when superseded or after separation. {GRS 2 item 17}

f. Levy and Garnishment Files

Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.

TEMPORARY. Destroy 3 years after garnishment is terminated. {GRS 2 item 18}

6-7. PAYROLL ADMINISTRATION

a. Payroll system reports

- (1). Error reports, ticklers, system operation reports.

TEMPORARY. Destroy when related actions are completed or when no longer needed, not to exceed 2 years. {GRS 2 item 22a}

- (2). Reports and data used for agency workload and or personnel management purposes.

TEMPORARY. Destroy when 2 years old. {GRS 2 item 22b}

- (3). Reports providing fiscal information on agency payroll.

TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. {GRS 2 item 22c}

b. Payroll change files

Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.

- (1). Copies subject to GAO audit

TEMPORARY. Destroy after GAO audit or when 3 years old, whichever is sooner. {GRS 2 item 23a}

(2). All other copies

TEMPORARY. Destroy 1 month after end of related pay period. {GRS 2 item 23b}

c. Payroll correspondence

Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.

TEMPORARY. Destroy when 2 years old. {GRS 2 item 24}

6-8. RETIREMENT FILES

Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.

TEMPORARY. For CSRS/FERS related records, destroy after receipt of official OPM acceptance of annual summary. {GRS 2 item 28}

6-9. STAFF AND SALARIES

a. Master electronic file

Master file including data on employees, dates of employment and education.

TEMPORARY. Update elements as needed. Destroy/delete when obsolete, superseded or no longer needed. {GRS ~~23~~ item 3a}  
20

b. Statistical reports

Personnel operations statistical reports relating to personnel operations not scheduled elsewhere.

TEMPORARY. Destroy when 2 years old. {GRS 1 item 16}

c. Ceiling Report

Internal report on the number of staff at CBO.

TEMPORARY. Destroy when superseded or obsolete or 1 year after the close of the current fiscal year, whichever is sooner.

d. Projected Staff Costs Report

Analysis of salary and other staff costs for budget purposes.

TEMPORARY. Destroy when superseded or obsolete, or 1 year after the end of the relevant fiscal year, whichever is sooner.

e. Personnel Statistical History File

Statistical summary report covering end of the current month, current quarter, end of calendar year, and end of the fiscal year.

TEMPORARY. Destroy when 2 years old.

{GRS 1 item 16}

6-10. SALARY REVIEW BOOK

Review book circulated to supervisors prior to CBO staff performance reviews.

TEMPORARY. Close at end of fiscal year. Destroy 2 years after closure.

6-11. PERSONNEL CORRESPONDENCE FILE

Documents pertaining to correspondence, reports, and other records relating to the general administration and operation of personnel functions, excluding records specifically mentioned elsewhere in this schedule.

TEMPORARY. Destroy when 3 years old.

{GRS 1 item 3}

6-12. PERSONNEL AND SECURITY SUBJECT FILES

Correspondence, memoranda, reports, notices, directives and other documentation that pertains to the mission and function of Personnel and Security on topics such as building evacuation, child care, Fair Labor Standards Act, House IDs, mail, and parking.  
Arranged by topic.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

6-13. BUDGET BRIEFING BACKGROUND

Cost statements, rough data and similar materials accumulated in the preparation of



annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules. Office copies of reports submitted to Budget and Finance.

TEMPORARY. Destroy 1 year after the close of the fiscal year covered by the budget.  
{GRS 5 item 2}

6-14. SECURITY

Charts, lists, and statements, including Department of Defense visitors chart, clearances chart, Department of Defense security termination statements, and other security support documentation.

TEMPORARY. Destroy when superseded, obsolete or when 2 years old, whichever occurs sooner.

6-15. CONSULTANTS

Correspondence, memoranda, copies of contracts, resumes, and payroll authorizations for consultants, contractors and the Panel of Economic Advisors.

TEMPORARY. Destroy when 2 years old or when no longer needed, whichever occurs sooner.

## Chapter 7

### EDITORIAL AND PRODUCTION

Editing, duplication, printing and production of CBO published works.

#### 7-1. PUBLICATIONS

Copies of CBO publications and supporting materials which are used for documentation, duplication and reference purposes.

- a. Camera ready copy of the publication, used for reprint issuance of the publication.

TEMPORARY. Destroy when no longer needed for reprint purposes.

- b. Electronic version of publication.

TEMPORARY. Destroy when no longer needed to produce a hard copy.

{GRS ~~23~~ item ~~2a~~}  
26 13

- c. Duplicate paper copy kept on file for reference purposes.

TEMPORARY. Destroy 1 year after close of file or completion of project.

#### 7-2. ADMINISTRATIVE CORRESPONDENCE FILES

Correspondence pertaining to printing, binding, duplication and related matters.

TEMPORARY. Destroy when 2 years old.

{GRS 13 item 1}

#### 7-3. PRINT REQUISITIONS

Copies of print requisition orders used to requisition the printing of CBO products from either GPO or non-government vendors.

- a. Obligation copy

TEMPORARY. Transfer to Budget and Finance for payment processing.

b. Other copies

TEMPORARY. Destroy 3 years after completion or cancellation of requisition.

7-4. PROJECT FILES

Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution of jobs.

- a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.

TEMPORARY. Destroy 1 year after completion of job. {GRS 13 item 2a}

- b. Files pertaining to planning and technical matters.

TEMPORARY. Destroy when 3 years old. {GRS 13 item 2b}

7-5. JOB LOG

Log containing GPO job requisition information and number.

TEMPORARY. Close file at the end of each fiscal year. Destroy 1 year after closure.  
{GRS 13 item 3}

7-6. GRAPHICS

Photographs, art work, maps, tables and graphics related materials used for production of CBO published works or in-house needs.

TEMPORARY. Destroy when no longer needed for current agency business, or when 5 years old, whichever is sooner.

7-7. PRODUCTION BUDGET FILE

Administrative files used to project CBO publications budget 2 years in advance.

TEMPORARY. Destroy obsolete material at close of current fiscal year.

## **Chapter 8**

### **SYSTEMS DEVELOPMENT AND RESEARCH**

Provides commercial and interagency timesharing services and microcomputer support.

#### **8-1. SOFTWARE SITE LICENSES, WARRANTIES AND INVENTORIES**

Site licenses or computer licensing agreements, manufacturer's warranties, computer and software inventory lists, and similar records maintained for computer hardware and software purchased, leased or used at CBO.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business, whichever is sooner. {GRS 13 item 2b}

#### **8-2. PURCHASE ORDERS/REQUISITIONS/CONTRACTS**

Purchase orders used to requisition items such as hardware, software, timesharing services, computer supplies and related materials. Copies of contracts for consultant services, installations, support and maintenance.

##### **a. Obligation copy**

TEMPORARY. Transfer to Budget and Finance for payment processing when transaction is completed.

##### **b. Other copies**

TEMPORARY. Destroy after completion or cancellation of requisition, contract or purchase.

#### **8-3. VENDOR INFORMATION**

Catalogs, lists, brochures, announcements, newsletters, correspondence and other documentation pertaining to vendor products and services.

TEMPORARY. Destroy when obsolete, superseded or no longer needed for current business.

8-4. RESOURCE ACCOUNTING SYSTEM

- a. System to track accounting for system usage and cost-back files used to assess charges for House Information Resources (HIR) file storage and computer processing use.

TEMPORARY. Delete/destroy when no longer needed.

b. Printouts

- (1). Obligation copy

TEMPORARY. Transfer to Budget and Finance for payment processing.

- (2). Other copies

TEMPORARY. Destroy/delete when payment transaction has been completed.

8-5. SYSTEMS DEVELOPMENT AND RESEARCH SUBJECT FILES

Correspondence, memoranda, reports, notices, directives and other records related to the administration and operation of the office not covered elsewhere in this schedule.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

8-6. SERVICE REQUESTS

Memos, correspondence, forms and any other method of solicitation, both in paper and electronic form, requesting service/maintenance to be performed on any aspect of the electronic system components used by CBO.

TEMPORARY. Destroy/delete when service request has been completed or when no longer needed.

8-7. ASSETS CONTROL

Lists by property number issued periodically for inventory accounting purposes.

TEMPORARY. Destroy when superseded.

8-8. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

8-9. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

8-10. SYSTEMS ANALYST FILES

Copies of requests, memoranda, studies, correspondence, histories and documentation of CBO products, test and production material and other supporting documentation located in individual analyst's offices.

TEMPORARY. Review annually and destroy when no longer needed for current agency business.

## **Chapter 9**

### **BUDGET AND FINANCE**

Administration of CBO financial matters including budget proposals, budget execution, financial management reporting, vendor materials, disbursement of funds, and coordination of financial and budget support provided to CBO by the Library of Congress.

#### **9-1. BUDGET REPORT MANAGEMENT AND INFORMATION SYSTEM**

Reference copies of financial management information maintained by the Library of Congress financial support system. Used to track pending expenditures and generate hard copy reports.

TEMPORARY. Destroy/delete when superseded, obsolete, or no longer needed for agency business.

#### **9-2. ALLOCATED BUDGET TRACKING AND CONTROL SYSTEM**

Tracking file maintained on diskette and on paper to apportion budget funds throughout CBO.

##### **a. Paper**

TEMPORARY. Close file at end of fiscal year. Destroy 5 years after closure.

##### **b. Diskette**

TEMPORARY. Destroy/delete when no longer needed for agency business.

#### **9-3. BUDGET REPORTS**

Budget reports generated from both CBO financial information maintained in electronic format in Budget and Finance and from the electronic financial management information system maintained by the Library of Congress.

##### **a. Expenditure Commitment Log**

Log of all the Lotus spreadsheets documenting all CBO tracked expenditures by type, including purchases, training, print requisitions, and contracts.

TEMPORARY. Destroy weekly printouts when superseded. Close file at the end of the fiscal year. Destroy 5 years after closure. {GRS 5 item 3a}

b. Monthly Status of Funds

Monthly budget report of status of funds by CBO divisions.

Used for internal financial management reporting and to reconcile accounting of expenditures with Library of Congress.

TEMPORARY. Close at end of fiscal year. Destroy 3 years after closure. {GRS 5 item 3b}

9-4. GENERAL LEDGER REPORTS

Computer generated reports received monthly from the Library of Congress documenting the status of CBO funds.

TEMPORARY. Close file at end of fiscal year. Destroy 5 years after closure. {GRS 5 Item 3a}

9-5. SCHEDULE PAYMENTS FILE

Computer generated reports received biweekly from the Library of Congress indicating date, check, and payment amount made through the Library of Congress accounting system for CBO expenditures. This report was discontinued after 9/30/94.

TEMPORARY. Destroy 6 years and 3 months after period covered by account. {GRS 6 item 1a}

9-6. EXPENDITURE FILE

Invoices, purchase orders, contracts, memoranda and related supporting documentation pertaining to purchase or procurement, arranged by cost accounting code.

a. Purchase orders and miscellaneous obligations - one copy.

TEMPORARY. Transfer to Library of Congress to obligate funds.

b. Accounting Classification Form - one copy.

TEMPORARY. Transfer to Library of Congress to authorize payment.



9-7. VENDOR FILES

Invoices, purchase orders, memoranda, and related supporting documentation arranged in chronological order.

TEMPORARY. Destroy 6 years and 3 months after period covered by account.  
{GRS 6 item 1a}

9-8. PURCHASE ORDER FILE AND MISCELLANEOUS OBLIGATIONS FILE

Copies of purchase orders documenting the procurement of equipment, supplies, contractors services, and telecommunication. Arranged numerically by purchase order number.

TEMPORARY. Destroy 6 years and 3 months after period covered by account.  
{GRS 6 item 1a}

9-9. TRAVEL ORDERS AND VOUCHERS

Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel.

TEMPORARY. Destroy 6 years and 3 months after period covered by account.  
{GRS 6 item 1a}

9-10. PRINTING REQUISITIONS

Printing requisitions and supporting documentation. Arranged numerically.

TEMPORARY. Destroy 6 years and 3 months after period covered by account.  
{GRS 6 item 1a}

9-11. TRAINING FILE

Copies of requisitions, authorizations, correspondence, memoranda, receipts, and related material documenting payment for and attendance at training classes and conferences, excluding official record in employee Official Personnel File. Arranged by purchase order.

TEMPORARY. Close file at the end of the fiscal year. Destroy 5 years after closure.  
{GRS 1 item 29b}

9-12. PERSONNEL ACTION FILE

Personnel fiscal outlay file for monitoring accounting and disbursing operations of wages and salaries arranged by name of individual.

TEMPORARY. Close file at the end of fiscal year. Destroy 2 years after closure.

{GRS 6 item 5a}

9-13. PETTY CASH FUND

Record copy of receipts and related documentation for all disbursements for petty cash. Arranged in chronological order by month.

TEMPORARY. Close file at the end of the fiscal year. Destroy 6 years and 3 months after closure.

{GRS 6 item 1a}

9-14. RECORD STORAGE LOG

Log of Budget and Finance files retired to Rockville storage facility.

TEMPORARY. Destroy when records have been destroyed or removed from Rockville, or when no longer needed for agency business.

9-15. BUDGET REQUEST FILE

Budget preparation material including copies of official CBO Budget Request submitted to OMB and to Congress, related correspondence, justification of estimates, testimony and related materials, cost statements, rough data, workpapers, internal reports and other papers, which support the budget preparation including requests by divisions, documentation required by OMB, and similar materials accumulated in the preparation of an annual budget estimate.

TEMPORARY. Close file at end of fiscal year. Destroy 1 year after closure.

{GRS 5 item 2}

9-16. PAYROLL DETAIL LISTING REPORT

Weekly report received from the National Financial Center detailing total payroll costs to CBO.

TEMPORARY. Close file at end of fiscal year. Destroy 1 year after closing.

## **Chapter 10**

### **LIBRARY**

Reference and other resource materials and services including electronic reference information systems.

#### **10-1. LIBRARY RESOURCE MATERIALS**

Reference and other resource materials in any media, including books, journals, periodicals, and newspapers.

TEMPORARY. Destroy when obsolete, superseded, or no longer needed. Offer to the Library of Congress Gift Room before destroying.

#### **10-2. FINDING AIDS/INDEXES**

Card catalogs, lists, bibliographies and other forms of finding aids, in both textual and electronic form, created by CBO staff to aid in information retrieval.

TEMPORARY. Destroy/delete when obsolete, superseded or no longer needed for library business.

#### **10-3. PURCHASE ORDER FILE**

Copies of purchase orders, invoices, and requests documenting the procurement of reference materials, books, periodicals, newspapers, binding services and other relevant library materials and supplies. Copies of contracts for consultant services, installations, on-line retrieval services, training, support and maintenance.

##### **a. Obligation copy**

TEMPORARY. Transfer to Budget and Finance for payment processing.

##### **b. Other copies**

TEMPORARY. Destroy 2 years after completion or cancellation of requisition, contract or purchase.

c. Electronic database

Database for control and tracking of purchase orders.

TEMPORARY. Delete information in database when no longer needed.

{GRS-23 item 3a}  
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10-4. VENDOR INFORMATION

Catalogs, lists, brochures, announcements, newsletters, correspondence and other documentation pertaining to vendor products and services.

TEMPORARY. Destroy when obsolete, superseded or no longer needed for library business.

10-5. LIBRARY ACCOUNTING FILES

Invoices, orders, account statements, renewal forms and related documentation concerning the tracking, controlling and expenditure of funds incidental to library functions, including deposit accounts and money orders.

TEMPORARY. Destroy 2 years after completion or cancellation of transaction, contract or account.

10-6. LIBRARY SUBJECT FILES

Correspondence, memoranda, lists, printed materials, forms and other documentation pertaining to library functions including inter-library loans, interagency agreements, bibliographies, lists of publications received, supplies, circulation lists, requests for journals, requests for reference searches and activity reports.

TEMPORARY. Destroy when 2 years old or when no longer needed, whichever occurs sooner.

10-7. CEILING REPORTS

Copies of CBO weekly reports on personnel changes at CBO. The record set of ceiling reports is maintained in Personnel and Security. These files are maintained by the library to open and close borrowing privilege accounts for CBO staff at the Library of Congress.

TEMPORARY. Destroy when 3 years old.

10-8. CLIPPINGS

News service clippings of newspaper articles relevant to CBO studies, activities or related matters, 1975-1987.

TEMPORARY. Destroy upon approval of schedule.

10-9. LIBRARY CORRESPONDENCE

Correspondence files pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule.

TEMPORARY. Destroy when no longer needed or when 2 years old, whichever occurs sooner.

10-10. CIRCULATION

Circulation files documenting the circulation of library materials, maintained in an electronic database.

TEMPORARY. Delete/destroy information when superseded or obsolete, or when 3 years old, whichever is sooner.

10-11. SUBSCRIPTIONS

Listing of journals received, maintained in an electronic database.

TEMPORARY. Delete/destroy when no longer needed for library business or when 3 years old, whichever is sooner.

## **Chapter 11**

### **ADMINISTRATIVE SERVICES**

Interagency support, purchasing and acquisition, and general administrative services. Functions of the office include daily acquisition of goods, controlling the volume of stock on hand, reporting procurement needs, and related supply matters.

#### **11-1. PURCHASE ORDER/VENDOR ACCOUNTS**

Purchase orders used to requisition items such as hardware, software, supplies and related materials. Copies of contracts for consultant services, installations, support and maintenance.

##### **a. Automated Purchase Order System**

Tracking and control system used to generate and track purchase orders and list all purchase orders for the fiscal year. Information includes purchase order number, vendor, amount of purchase, date ordered and date delivered.

TEMPORARY. Delete/destroy after final action or when no longer needed.

{GRS 23 item 8}

##### **b. Suspense Pending File**

Open or current purchasing orders for maintenance and supplies, maintained alphabetically by vendor. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to administration, receipt, inspection and payment.

TEMPORARY. Transfer to closed account files at close of fiscal year in which purchase order is completed or account is closed.

##### **c. Experts/Consultants File**

Purchase orders for consultants services for services paid on an hourly basis or by finished product.

TEMPORARY. Transfer to closed account files at close of fiscal year in which agreement or purchase order is completed or account is closed.

d. Closed Account Files

Closed accounts transferred from the suspense pending file and experts/consultants file.

(1). CBO copy

TEMPORARY. Transfer to Budget and Finance for payment processing. Site audit record is maintained in Budget and Finance.

(2). Other copies

TEMPORARY. Destroy 3 years after completion or cancellation of requisition, contract or purchase.

11-2. INVENTORY/ASSETS CONTROL

Inventory information generated in both hard copy and electronic form including type of equipment, location, date ordered, date received, and barcode number for all CBO equipment and property. Information is used to generate inventory reports for tracking fiscal year capital expenditures and for other periodic inventory accounting purposes.

a. Hard copy printouts

TEMPORARY. Destroy when superseded.

b. Electronic information

TEMPORARY. Destroy/delete when superseded or when no longer needed to produce a hard copy.

11-3. RECORD STORAGE LOG

Log of files retired to Rockville storage facility.

TEMPORARY. Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative purposes.

{GRS 16 item 2a}

11-4. SUBJECT FILES

Correspondence, memoranda, lists, printed materials, forms and other documentation including internal staff memoranda, copies of memoranda to OIGR, computer notes and staff requests pertaining to administrative services functions.

TEMPORARY. Destroy when 2 years old or when no longer needed, whichever occurs sooner.

11-5. MAIL SERVICE ACCOUNTS

Records relating to incoming or outgoing mail pouches, registered, overnight, express, and special delivery mail via U.S. Postal Service, private mail service or courier, including receipts and return receipts.

TEMPORARY. Destroy when 1 year old.

{GRS 12 item 5a}



## Chapter 12

### **BUDGET ANALYSIS DIVISION: OFFICE OF THE ASSISTANT DIRECTOR**

Budget scorekeeping, budget projections, bill cost estimates, and computer support. Scorekeeping; Projections; Human Resources Cost Estimates; Defense, International Affairs, and Veteran's Affairs Cost Estimates; Natural and Physical Resources Cost Estimates; Information Systems; Health Cost Estimates; and State and Local Government Cost Estimates are units in the Budget Analysis Division (BAD).

#### **12-1. BILL ESTIMATE TRACKING SYSTEM (BETS)**

Tracking system, used primarily for internal CBO management, for all spending and revenue legislation that is considered or enacted by Congress and that affects the final budget resolution. Tracking is by bill number and committee and includes official cost estimate amounts produced by analysts.

##### **a. Data**

TEMPORARY. Delete/destroy data fields when superseded, obsolete or no longer needed for current budget resolution.

##### **b. Printouts**

Biannual printout of the BETS tracking system for all spending and revenue legislation that is considered or enacted by Congress and affects the final budget resolution. Arranged chronologically by Congressional Session. (Also ~~has~~ <sup>is</sup> cross reference by analyst, committee, bill number, and budget function.)

##### **(1.) Official Copy**

PERMANENT. Close file at end of each Congress (every 2 years). Transfer to the National Archives 10 years after closure.

(2.) Backup Copies

TEMPORARY. Close file at the end of each Congress (every 2 years). Destroy when no longer needed.

12-2. BETS FORMS

Forms produced by cost estimates units documenting official cost estimates for input into BETS. (Cost estimate folders should include copy 2 of BETS form.)

TEMPORARY. Destroy after information has been entered into BETS and verified.

12-3. COST ESTIMATES

Cost estimates on proposed bill legislation. Includes request, cost estimates, the bill, correspondence, letter to OMB, BETS forms and supporting documentation, arranged by function number and by bill order number thereunder.

a. Official Copy

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives.

Annual accumulation: 6 inches

b. Backup Copy

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 20 years after closure.

c. Extra Copies

TEMPORARY. Close at the end of each Congress (every 2 years). Destroy when no longer needed.

12-4. COST ESTIMATE TRACKING SYSTEM

Tracking system for cost estimates from the 104th Congress to the present. This tracking system, for the use by each unit, is separate from the BETS system.

TEMPORARY. Delete when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 Item 8]

12-5. INFORMAL COST ESTIMATES

Informal cost estimates done at Congressional request. The file includes requests, informal cost estimates, memoranda, correspondence and supporting documentation.

TEMPORARY. Close at end of each Congress (every 2 years). Destroy 8 years after closure.

12-6. CONTROLLED CORRESPONDENCE

- a. Controlled Correspondence Electronic Data Base used to track all congressional requests to the Budget Analysis Division.

TEMPORARY. Delete data in data base when no longer needed.

- b. Controlled Correspondence (paper copies).

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

12-7. BRIEFING MATERIALS/TESTIMONY

Duplicate copies of the compilation prepared for each formal testimony, including copies of the invitation to testify, testimony, relevant studies, correspondence, memoranda, proposed response to anticipated queries and other supporting documentation. The official record set of briefing materials and testimony is maintained in the Office of Intergovernmental Relations.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

12-8. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

12-9. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

12-10. BUDGET ANALYSIS DIVISION SUBJECT FILES

Correspondence, memoranda, reports, notices, directives and other records related to the administration and operation of the office not covered elsewhere in this schedule.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

12-11. ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials and

related items either authored by the Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Assistant Director leaves office, or when no longer needed, whichever is sooner.

12-12. DEPUTY ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials and related items either authored by the Deputy Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Deputy Assistant Director leaves office, or when no longer needed, whichever is sooner.

## **Chapter 13**

### **SCOREKEEPING**

Reports to Congress on the cost of all legislation from the time it is reported from a Committee until it is enacted into law. Compiled to aid Congress in determining if spending is within the limits set by the annual budget resolution.

#### **13-1. CURRENT LEVEL LETTERS**

Letters to the chairmen of the House and Senate Committees on the Budget reporting on the current level of budget authority outlays, and revenues.

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives. Annual accumulation: 2 inches.

#### **13-2. OMB LETTERS**

Letters to the Director of the Office of Management and Budget containing estimates of discretionary new budget authority and outlays, pursuant to section 251(a)(7) of the Balanced Budget Act.

PERMANENT. Close file at end of each Congress and transfer to the National Archives.

Annual accumulation: 1 inch.

#### **13-3. BUDGET ANALYSIS DATA SYSTEM (BADS) PRINTOUTS**

Computer spreadsheet printouts of analyses conducted by Scorekeeping on the Budget Analysis System.

##### **a. Current Level Report**

Report on every budget account, budget committee or budget function that is used as a back up to, and produces the figures for, the reports to the Budget Committees.

TEMPORARY. Close file at the end of the Congressional session. Destroy when no longer needed.

##### **b. Special Reports**

Reports produced at special request from Congress, utilizing data in BADS.

TEMPORARY. Destroy when 4 years old, or when no longer needed, whichever is sooner.

c. Bill Reports/Bill Runs

Reports produced for Congressional committees at each stage of action on each piece of legislation. Used by the Committees to back up their own Comparative Statement of Budget Authority (CSBA).

TEMPORARY. Destroy when no longer needed.

13-4. SENATE APPROPRIATIONS HISTORICAL DATA SYSTEM

System used to generate the budget request and the enacted amounts for each fiscal year and then maintained on-line. Not produced in paper format unless requested to be printed in a report.

TEMPORARY. Delete/destroy when no longer needed for reference purposes.

13-5. BUDGET AMENDMENTS

Copies of amendments to the President's budget as submitted by the President. These are logged into the database with a unique code to show amendments to the President's original budget transmission.

TEMPORARY. Destroy when no longer needed.

13-6. CONTROLLED CORRESPONDENCE

**Duplicate copies** of controlled correspondence filed by budget function.

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

13-7. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

13-8. SCOREKEEPING SUBJECT FILES

Correspondence, memoranda, reports, notices, directives and other records related to the administration and operation of the office not covered elsewhere in this schedule.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

13-9. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

13-10. ANALYST FILES

Correspondence, rough drafts, revisions, tables, worksheets, analysis runs, bills and memos related to the creation/documentation of reports or models created by analysts.

TEMPORARY. Review file annually and destroy files 5 years after completion or when no longer needed, whichever is sooner.



## Chapter 14

### PROJECTIONS

Provides five year projections of the costs incurred or revenue produced by spending and revenue legislation. Projections and Scorekeeping provide the baseline used by the Budget Analysis Division for all other calculations and tabulations.

#### 14-1. BUDGET ANALYSIS DATA SYSTEM (BADS) PRINTOUTS

##### a. Paper

Computer printouts of analyses conducted by Projections on the Budget Analysis System.

TEMPORARY. Destroy when no longer needed.

##### b. Microfiche

Computer generated microfiche that duplicates the paper printouts of the spreadsheet analyses.

TEMPORARY. Destroy when 10 years old, or when no longer needed for reference, whichever occurs sooner.

#### 14-2. COST ESTIMATES

Cost estimates on proposed bill legislation. Includes request, cost estimates, the bill, correspondence, letter to OMB, BETS forms and supporting documentation, arranged by function number and by bill order number thereunder.

##### a. Official Copy

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives.

Annual Accumulation 6 inches

##### b. Backup Copy

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 20 years after closure.

c. Extra Copies

TEMPORARY. Close at the end of each Congress (every 2 years). Destroy when no longer needed.

14-3. COST ESTIMATE TRACKING SYSTEM

Tracking system for cost estimates from the 104th Congress to the present. This tracking system, for the use by each unit, is separate from the BETS system.

TEMPORARY. Delete when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 Item 8]

14-4. INFORMAL COST ESTIMATES

Informal cost estimates done at Congressional request. The file includes requests, informal cost estimates, memoranda, correspondence, and supporting documentation.

TEMPORARY. Close at end of each Congress (every 2 years). Destroy 8 years after closure.

14-5. CONTROLLED CORRESPONDENCE

**Duplicate copies** of controlled correspondence filed by budget function.

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

14-6. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

14-7. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

14-8. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

14-9. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

14-10. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets and memos related to the creation/documentation of projections created by analysts and maintained in their individual offices.

TEMPORARY. Review file annually and destroy files relevant to completed projections/models 5 years after completion or when no longer needed, whichever is sooner.

## Chapter 15

### HUMAN RESOURCES COST ESTIMATES

Create cost estimate data and generate estimates of the cost and distribution effects of proposed legislation for human resources programs. Create cost estimate data.

#### 15-1. COST ESTIMATES

Cost estimates on proposed bill legislation. Includes request, cost estimates, the bill, correspondence, letter to OMB, BETS forms and supporting documentation, arranged by function number and by bill order number thereunder.

##### a. Official Copy

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives.

Annual Accumulation 6 inches

##### b. Backup Copy

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 20 years after closure.

##### c. Extra Copies

TEMPORARY. Close at the end of each Congress (every 2 years). Destroy when no longer needed.

#### 15-2. COST ESTIMATE TRACKING SYSTEM

Tracking system for cost estimates from the 102nd Congress to the present. This tracking system, for the use by each unit, is separate from the BETS system.

TEMPORARY. Delete when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 Item 8]

15-3. INFORMAL COST ESTIMATES

Informal cost estimates done at Congressional request. The file includes requests, informal cost estimates, memoranda, correspondence and supporting documentation.

TEMPORARY. Close at end of each Congress (every 2 years). Destroy 8 years after closure.

15-4 CONTROLLED CORRESPONDENCE

**Duplicate copies** of controlled correspondence filed by budget function.

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

15-5. TECHNICAL REFERENCE FILE

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

15-6. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

15-7. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of

a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

15-8. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

15-9. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets and memos related to the creation/documentation of cost estimates created by analysts and maintained in analyst's office space. Does not include documentation maintained in unit's central files.

TEMPORARY. Review file annually and destroy files relevant to completed cost estimates/models 5 years after completion or when no longer needed, whichever is sooner.

## **Chapter 16**

### **DEFENSE, INTERNATIONAL AFFAIRS AND VETERANS AFFAIRS COST ESTIMATES UNIT**

Generate estimates of the cost and distribution effects of proposed legislation for defense, international affairs and veterans affairs programs. Create cost estimate data.

#### **16-1. COST ESTIMATES**

Cost estimates on proposed bill legislation. Includes request, cost estimates, the bill, correspondence, letter to OMB, BETS forms and supporting documentation, arranged by function number and by bill order number thereunder.

##### **a. Official Copy**

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives.

Annual Accumulation 6 inches

##### **b. Backup Copy**

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 20 years after closure.

##### **c. Extra Copies**

TEMPORARY. Close at the end of each Congress (every 2 years). Destroy when no longer needed.

#### **16-2. COST ESTIMATE TRACKING SYSTEM**

Tracking system for cost estimates from the 102nd Congress to the present. This tracking system, for the use by each unit, is separate from the BETS system.

TEMPORARY. Delete when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 Item 8]



16-3. INFORMAL COST ESTIMATES

Informal cost estimates done at Congressional request. The file includes requests, informal cost estimates, memoranda, correspondence, and supporting documentation.

TEMPORARY. Close at end of each Congress (every 2 years). Destroy 8 years after closure.

16-4. CONTROLLED CORRESPONDENCE

**Duplicate copies** of controlled correspondence filed by budget function.

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

16-5. CHRONOLOGICAL FILE

**Copies** of formal cost estimates, informal cost estimates, general correspondence, controlled correspondence, reports, studies, testimony, BETS forms, reconciliation reports and all other records of the unit's work.

TEMPORARY. Close file at the end of calendar year. Retire to the Washington National Record Center 5 years after closure. Destroy 10 years after closure.

16-6. SECURITY FILES

**Duplicate copies** of Top Secret and Q clearance information in Personnel and Security.

TEMPORARY. Destroy when no longer needed for current agency business.

16-7. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

16-8. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have

been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

16-9. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

16-10. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

16-11. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets and memos related to the creation/documentation of cost estimates created by analysts and maintained in analyst's office space. Does not include documentation maintained in unit's central files.

TEMPORARY. Review file annually and destroy files relevant to completed cost estimates/models 5 years after completion or when no longer needed, whichever is sooner.

## **Chapter 17**

### **NATURAL AND PHYSICAL RESOURCES COST ESTIMATES UNIT**

Generate estimates of the cost and distribution effects of proposed legislation for natural resources programs. Create cost estimate data.

#### **17-1. COST ESTIMATES**

Cost estimates on proposed bill legislation. Includes request, cost estimates, the bill, correspondence, letter to OMB, BETS forms and supporting documentation, arranged by function number and by bill order number thereunder.

##### **a. Official Copy**

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives.

Annual Accumulation 6 inches

##### **b. Backup Copy**

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 20 years after closure.

##### **c. Extra Copies**

TEMPORARY. Close at the end of each Congress (every 2 years). Destroy when no longer needed.

#### **17-2. COST ESTIMATES LOG**

##### **a. Card File**

Index on cards to cost estimates produced for the 90th Congress to the 102nd Congress.

TEMPORARY. Destroy when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 item 8]

**b. Electronic Tracking System**

Tracking system for cost estimates from the 102nd Congress to the present. This tracking system, for use by each unit, is separate from the BETS system.

TEMPORARY. Delete when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 item 8]

**17-3. INFORMAL COST ESTIMATES**

Informal cost estimates done at Congressional request. The file includes requests, informal cost estimates, memoranda, correspondence and supporting documentation.

TEMPORARY. Close at end of each Congress (every two years). Destroy 8 years after closure.

**17-4. CONTROLLED CORRESPONDENCE**

**Duplicate copies** of controlled correspondence filed by budget function.

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

**17-5. CHRONOLOGICAL CORRESPONDENCE BINDER**

**Duplicate copies** of official CBO incoming and outgoing correspondence, memoranda and reports kept in chronological order in a binder as a record of the daily output of the office, one binder per calendar year including a directory of the contents.

TEMPORARY. Close at end of each Congress (every 2 years). Destroy 10 years after closure.

**17-6. DOCUMENTATION FILE**

Memoranda, printed material, pamphlets and directives describing how to create and keep office files.

TEMPORARY. Destroy when 6 years old or when superseded, obsolete, or no longer needed, whichever is sooner. [GRS 16 item 7]

**17-7. TECHNICAL REFERENCE FILES**

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

**17-8. CBO REPORTS AND STUDIES**

Duplicate copies of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

**a. Office copy**

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

**b. Other copies for reference or distribution**

TEMPORARY. Destroy when no longer needed.

**17-9. UNPUBLISHED REPORTS**

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

**a. Official copy**

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation approximately 1 inch.

**b. Office copy**

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

17-10. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

17-11. ANALYST FILES

Correspondence, rough drafts, testimonies, briefing materials, revisions, analysis runs, worksheets and memos related to the creation/documentation of cost estimates created by analysts and maintained in analyst's office space. Does not include documentation maintained in unit's central files.

TEMPORARY. Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

## Chapter 18

### INFORMATION SYSTEMS UNIT

Maintains the Budget Analysis Division specific programs that run on the HIS mainframe to support CBO's economic analyses in the areas of scorekeeping, projections and cost estimates. Provides data, documentation, software, programming and hardware support for the Budget Analysis Division. Maintains database software and technical support for budget analysis programs. Ensures security and integrity of database systems.

#### 18-1. BUDGET ANALYSIS DATA SYSTEM (BADS)

Basic budget data and analyses of alternative fiscal, budgetary, and programmatic policy issues.

##### a. Budget Data Files

##### (1). Essential Versions

Final product versions of budget data files containing supporting data for published outputs, including CBO's baseline budget, re-estimate of the President's budget, economic and budget outlook, final budget resolution and sequestration reports. These data files supplement the documentation of the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office.

PERMANENT. Transfer to the National Archives 1 year after the close of the year in which the data is archived.

**NOTE:** All transfers of data will be done in accordance with 36 CFR Section 1228.

##### (2). Non-Essential Versions

Non-essential versions of budget data files are works-in-progress and may not document the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office. When on-line versions of budget data reflect the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office, they are essential versions and are archived. Essential versions have been scheduled above for permanent retention.



TEMPORARY. Delete non-essential versions when no longer needed for current agency business.

b. BADS Documentation

Documentation includes, but is not limited to, system descriptions, record layouts/file structure and descriptions of the codes for each data element or field. When available, the documentation for each data file includes any additional information about the content of the data file and/or the context in which the data file was created.

PERMANENT. Transfer to the National Archives with the related data files in 1a(1) above.

**NOTE:** All transfers of documentation will be done in accordance with 36 CFR Section 1228.

18-2. BILL INDEX AND TITLING SYSTEM (BITS)

Reference system for tracking legislative bills.

TEMPORARY. Delete/destroy data fields when superseded, obsolete or no longer needed for current agency business.

18-3. REPORT TRACKING AND SUBMISSIONS SYSTEM

Tracking system for reports ordered from the HIS mainframe.

TEMPORARY. Destroy/delete data fields when no longer needed to produce report.

18-4. LEGISLATIVE CLASSIFICATION SYSTEM

System used to track authorizations of appropriation accounts.

TEMPORARY. Destroy/delete when no longer needed.

18-5. INVENTORY/INDEX

List of all electronic programs, including all databases and models, used in the Budget Analysis Division.

TEMPORARY. Destroy/delete when superseded.

#### 18-6. PRODUCTION NOTEBOOK

Log of changes put into production to alter various electronic programs, software, hardware or other computer related material.

TEMPORARY. Destroy/delete when no longer needed in accordance with sound business practice and agency standard operating procedures.

#### 18-7. ELECTRONIC SYSTEMS FILES

Files/records created to create, update, use and maintain Master Files.

##### a. System Performance Files

Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.

TEMPORARY. Delete/destroy when no longer needed. [GRS 20 Item 1]

##### b. Master File Records

Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.

TEMPORARY. Delete after information has been transferred to the master file and verified. [GRS 20 Item 2].

##### c. System Usage Files

Electronic files and hard-copy printouts to monitor system usage, including, but not limited to, log-in files and password files.

TEMPORARY. Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedures. [GRS 20 Item 1c]

#### 18-8. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

18-9. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

18-10. ANALYST FILES

Copies of requests, memoranda, studies, correspondence, worksheets, histories and documentation of cost estimates or other CBO products, and other supporting documentation located in individual analyst's offices.

TEMPORARY. Review annually and destroy when no longer needed for current agency business.

## Chapter 19

### HEALTH COST ESTIMATES

Create cost estimate data and generate estimates of the cost and distribution effects of proposed legislation for health related programs. Create cost estimate data.

#### 19-1. COST ESTIMATES

Cost estimates on proposed bill legislation. Includes request, cost estimates, the bill, correspondence, letter to OMB, BETS forms and supporting documentation, arranged by function number and by bill order number thereunder.

##### a. Official Copy

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives.

Annual accumulation 6 inches

##### b. Backup Copy

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 20 years after closure.

##### c. Extra Copies

TEMPORARY. Close at the end of each Congress (every 2 years). Destroy when no longer needed.

#### 19-2. COST ESTIMATE TRACKING SYSTEM

Tracking system for cost estimates from the 104th Congress to the present. This tracking system, for the use by each unit, is separate from the BETS system.

TEMPORARY. Delete when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 Item 8]

19-3. INFORMAL COST ESTIMATES

Informal cost estimates done at Congressional request. The file includes requests, informal cost estimates, memoranda, correspondence, and supporting documentation.

TEMPORARY. Close at end of each Congress (every 2 years). Destroy 8 years after closure.

19-4. CONTROLLED CORRESPONDENCE

**Duplicate copies** of controlled correspondence filed by budget function.

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

19-5. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

19-6. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

19-7. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

19-8. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

19-9. ANALYST FILES

Copies of requests, memoranda, studies, correspondence, histories and documentation of cost estimates or other CBO products, test and production material and other supporting documentation located in individual analyst's offices.

TEMPORARY. Review annually and destroy when no longer needed for current agency business.

## Chapter 20

### STATE AND LOCAL GOVERNMENT COST ESTIMATES UNIT

Generate estimates of the cost and distribution effects of proposed legislation on state and local government. Create cost estimate data. Conduct research on various state and local budget issues.

#### 20-1. COST ESTIMATES

Cost estimates on proposed bill legislation. Includes request, cost estimates, the bill, correspondence, letter to OMB, BETS forms and supporting documentation, arranged by function number and by bill order number thereunder.

##### a. Official Copy

PERMANENT. Close file at end of each Congress (every 2 years) and transfer to the National Archives.

Annual accumulation 6 inches

##### b. Backup Copy

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 20 years after closure.

##### c. Extra Copies

TEMPORARY. Close at the end of each Congress (every 2 years). Destroy when no longer needed.

#### 20-2. COST ESTIMATE TRACKING SYSTEM

Tracking system for cost estimates from the 104th Congress to the present. This tracking system, for the use by each unit, is separate from the BETS system.

TEMPORARY. Delete when related records are destroyed or when no longer needed, whichever is sooner. [GRS 23 Item 8]

#### 20-3. INFORMAL COST ESTIMATES

Informal cost estimates done at Congressional request. The file includes requests,



informal cost estimates, memoranda, correspondence and supporting documentation.

TEMPORARY. Close at end of each Congress (every two years). Destroy 8 years after closure.

20-4. CONTROLLED CORRESPONDENCE

**Duplicate copies** of controlled correspondence filed by budget function.

TEMPORARY. Close file at the end of each Congress (every 2 years). Retire to the Washington National Record Center 5 years after closure. Destroy 8 years after closure.

20-5. CHRONOLOGICAL CORRESPONDENCE BINDER

**Duplicate copies** of official CBO incoming and outgoing correspondence, memoranda and reports kept in chronological order in a binder as a record of the daily output of the office, one binder per calendar year including a directory of the contents.

TEMPORARY. Close at end of each Congress (every 2 years). Destroy 10 years after closure.

20-6. DOCUMENTATION FILE

Memoranda, printed material, pamphlets and directives describing how to create and keep office files.

TEMPORARY. Destroy when 6 years old or when superseded, obsolete, or no longer needed, whichever is sooner. [GRS 16 Item 7]

20-7. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

20-8. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

20-9. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

20-10. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

20-11. ANALYST FILE

Copies of requests, memoranda, studies, correspondence, histories and documentation of cost estimates or other CBO products, test and production material and other supporting documentation located in individual analyst's offices.

TEMPORARY. Review annually and destroy when no longer needed for current agency business.

## Chapter 21

### MACROECONOMIC ANALYSIS DIVISION

The Macroeconomic Analysis Division analyzes domestic and foreign economic conditions, prepares semi-annual economic forecasts, and evaluates the effects of fiscal and monetary policies on the economy. Files include economic forecasts, analyses of issues in fiscal and monetary policy, financial markets, and international affairs. The division has three units: Projections and Modelling, Financial and General Macroeconomic Analysis and Fiscal Policy Studies.

#### 21-1. CBO ECONOMIC FORECAST

##### a. Essential Versions

Final product versions of CBO's semi-annual economic forecast report and supporting material, including forecast accuracy comparison files. Arranged chronologically.

PERMANENT. Transfer to the National Archives 5 years after the close of the year in which the data is archived.

**NOTE:** All transfers of data will be done in accordance with 36 CFR Section 1228.

##### b. Non-Essential Versions

Non-essential versions are undocumented electronic files; intermediate forecasts, analysis and other materials; and works-in-progress; and may not document the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office.

TEMPORARY. Delete non-essential versions when no longer needed.

#### 21-2. PANEL OF ECONOMIC ADVISORS

##### a. Administration

Address lists, catering arrangements, travel, and other administrative matters.

TEMPORARY. Destroy when no longer needed.

##### b. Membership

Lists of members, appointments, terminations.

PERMANENT. Close file at end of each Congress (every 2 years), transferring forward current items. Transfer to the National Archives 5 years after closure, or 1 year after incumbent Director leaves office, whichever is later.

Vol. on hand: 1 inch

c. Chronological File

Minutes, background, guests, notes, guest speakers, agendas, comments of members and staff and other relevant material.

PERMANENT. Close file at the end of each Congress. Transfer to the National Archives 5 years after closure, or 1 year after incumbent Director leaves office, whichever is later.

Annual accumulation: .5 cubic feet.

21-3. PROJECT BACKGROUND FILES

Request, internal memoranda, comments, original memo and copy of cover letter for each study. Filed alphabetically by subject or analyst, thereunder chronologically.

a. Current analysts

TEMPORARY. Close file when project is complete.

b. Former analysts

TEMPORARY. Destroy when no longer needed.

21-4. CHRONOLOGICAL FILES

Finished product and general correspondence filed alphabetically by CBO employee, thereunder chronologically.

a. Current analysts

TEMPORARY. Close file and transfer to former analyst file when analysts leaves division.

b. Former analysts

TEMPORARY. Destroy when no longer needed.

21-5. CONTROLLED CORRESPONDENCE

**Duplicate copies** of controlled correspondence including inquiries (requests for studies, etc.), from members of Congress, Congressional Committees or Executive Departments. Files may include copies of internal memoranda, related testimony and CBO published or unpublished products. The official record copy of controlled correspondence is maintained in the Office of Intergovernmental Relations.

a. Current

TEMPORARY. Close file at end of each Congress (every 2 years). Transfer appropriate files to historical file. Destroy all files not transferred to historical file.

b. Historical

TEMPORARY. Destroy when no longer needed.

21-6. BRIEFING MATERIALS/TESTIMONY

Duplicate copies of the compilation prepared for each formal testimony, including copies of the invitation to testify, testimony, relevant studies, correspondence, memoranda, proposed response to anticipated queries and other supporting documentation. The official record set of briefing materials and testimony is maintained in the Office of Intergovernmental Relations.

a. House Budget Committee Testimony

Testimony and briefing materials filed chronologically by CBO Director.

TEMPORARY. Close file annually. Destroy when no longer needed.

b. Senate Budget Committee Testimony

Testimony and briefing materials filed chronologically by CBO Director.

TEMPORARY. Close file annually. Destroy when no longer needed.

c. Testimony to other Committees

Testimony and briefing materials filed by committee and thereunder chronologically.

TEMPORARY. Close file annually. Destroy when no longer needed.

21-7. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy when no longer needed.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

21-8. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, working papers and other significant products that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy when no longer needed.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

21-9. PRESS RELEASES

News releases from other government agencies and non government sources used for background statistical material. Releases are filed by source of the release and may include material from the Departments of Labor, Treasury, the Federal Reserve Board, the Federal Home Loan Bank Board and the Japan Economic Institute.

TEMPORARY. Destroy when no longer needed for reference.

21-10. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

21-11. ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda, rough drafts, revisions, analysis runs worksheets and related items either authored or created by the Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy when no longer needed.

21-12. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda, rough drafts, revisions, analysis runs, worksheets, and related items either authored or created by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy when no longer needed.

21-13. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets, and memos related to the creation/documentation of reports or models created by analysts and maintained in individual analyst's office.



**TEMPORARY.** Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

## Chapter 22

### TAX ANALYSIS DIVISION

Forecasts and analyses of tax receipts, distribution, and tax expenditures.

#### 22-1. TAX MODEL

##### a. Tax Analysis Data Files

Data files created by users for tax analysis and budget forecasting. These files contain supporting data for published and unpublished outputs, including semi-annual reports on the budget and ad hoc studies and supplement the documentation of the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office.

WITHDRAWN

TEMPORARY. Delete data when no longer needed for current agency business.

##### b. Tax Analysis Documentation and Supplementary Data Files

Documentation includes, but is not limited to, user manuals, system descriptions, record layouts/file structure and codes for each data file. When available, the documentation for each data file includes any additional information about the content of the data file and/or the context in which the data file was created. Supplementary data files include, but are not limited to, lookup tables, specification tables, and partitioned data sets containing macros or programs for manipulating data.

WITHDRAWN

TEMPORARY. Destroy or delete when no longer needed for agency business.

#### 22-2. TAX MODEL REPORTS

Computer printouts of reports from the Tax Model System reflecting annual tax burden information including tables, charts, and statistical analyses used to generate CBO reports and studies.

TEMPORARY. Close at end of each Congress (every two years). Destroy 8 years after closure.

22-3. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

22-4. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO project, but are not considered official CBO publications and are not disseminated through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is less than 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

22-5. BASE LINE REPORTS

Semi-annual revenue baseline reports, tax forecasting, and supporting documentation. Arranged chronologically.

TEMPORARY. Close at end of each Congress (every two years). Destroy 20 years after closure.

22-6. DISTRIBUTION TABLES

Analysis of distribution and changes in distribution of taxes.

PERMANENT. Close file at end of each Congress (every two years). Transfer to the National Archives 8 years after closure.

Annual accumulation is 2 inches.

22-7. BRIEFING MATERIALS/TESTIMONY

Duplicate copies of the compilation prepared for each formal testimony, including copies of the invitation to testify, testimony, relevant studies, correspondence, memoranda, proposed response to anticipated queries and other supporting documentation. The official record set of briefing materials and testimony is maintained in the Office of Intergovernmental Relations.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

22-8. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets and memos related to the creation/documentation of reports or models created by analysts.

TEMPORARY. Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

22-9. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

22-10. TAX ANALYSIS SUBJECT FILES

Correspondence, memoranda, reports, notices, directives and other records related to the administration and operation of the office not covered elsewhere in this schedule.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

22-11. INFORMAL ESTIMATES

Informal estimates sent to Congressmen in response to informal (often telephone) request.

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy 2 years after closure.

22-12. ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials and related items either authored by the Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Assistant Director leaves office, or when no longer needed, whichever is sooner.

22-13. DEPUTY ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials and related items either authored by the Deputy Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Deputy Assistant Director leaves office, or when no longer needed, whichever is sooner.

22-14. CLIPPINGS FILE

Loose newspaper clippings mentioning CBO or concerning CBO related matters.

TEMPORARY. Close file annually. Destroy when 4 years old, or when no longer needed, whichever is sooner.

## Chapter 23

### NATURAL RESOURCES AND COMMERCE DIVISION

Files relating to studies on program analysis in the areas of trade, commerce, and industry studies; agriculture, energy, and environment; public investment; transportation; and science and research and development policy. Commerce and Natural Resources are the two units in the Natural Resources and Commerce Division.

#### 23-1. PROJECT FILE

Current and non current division work including studies, analyses, internal memoranda, controlled correspondence, general correspondence and interagency correspondence.

##### a. Working Project Files

Copies of Congressionally requested studies, letters of interest, tracking reports, correspondence from the public, interagency correspondence, controlled correspondence, notes, memoranda, and documentation of the evolution of division projects.

TEMPORARY. Close file when project is complete and transfer records to Final Project File.

##### b. Final Project File

**Duplicate copies** of reports, studies and other completed research projects, related documentation and correspondence which have been produced by the division and transmitted to the Office of the Director or the Office of Intergovernmental Relations for signature, transmittal to the requestor and/or filing.

##### (1). Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

##### (2). Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

##### (3). Unpublished Reports

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO study, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

PERMANENT. Close file annually and transfer one copy of each to the National Archives.

Annual accumulation is approximately 1 inch.

23-2. BRIEFING MATERIALS

Compilation prepared for each formal testimony, including copies of the testimony, supporting documentation, proposed response to anticipated queries, relevant studies and other related documentation. The official record set of briefing materials is maintained in the testimony files in the Office of Intergovernmental Relations.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

23-3. TESTIMONY/BRIEFING MATERIALS

Duplicate copies of the compilation prepared for each formal testimony, including copies of the invitation to testify, testimony, relevant studies, correspondence, memoranda, proposed response to anticipated queries and other supporting documentation. The official record set of briefing materials and testimony is maintained in the Office of Intergovernmental Relations.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

23-4. BRIEFING MATERIALS FOR CONFERENCES

Correspondence, conference agenda, background material, relevant testimonies, CBO published and unpublished products, speeches and notes.

TEMPORARY. Close file annually. Destroy when 5 years old or when no longer needed, whichever is sooner.



23-5. ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Assistant Director or maintained for his use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Assistant Director leaves office, or when no longer needed, whichever is sooner.

23-6. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

23-7. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets, and memos related to the creation/documentation of reports or models created by analysts and maintained in individual analyst's office.

TEMPORARY. Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

23-8. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

## Chapter 24

### HEALTH AND HUMAN RESOURCES DIVISION

The Health and Human Resources (HHR) Division conducts analyses of programmatic and budgetary issues in the areas of health, income security, education, employment and training, housing, and social services.

#### 24-1. DATA SYSTEMS

##### a. Data Files

##### (1). Essential Versions

Essential versions of data files are those that are created or significantly modified by HHR staff and are used for analyses that result in published and unpublished CBO products (including CBO Reports, Studies, Papers, Memoranda, and Testimonies) or for other outputs (such as staff-to-staff memoranda, cost analyses, or statistical results) that are deemed to be significant. For projects that end upon completion of a CBO product or other output, they are the versions used to support the final product. For ongoing projects, they are the versions that result from major periodic revisions of the data by HHR staff. These files document the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office.

**PERMANENT.** Save to appropriate transfer medium and transfer to the National Archives at the close of the year in which the project is completed, or at the close of the year in which a major periodic revision is completed.

**NOTE:** All transfers of data will be done in accordance with 36 CFR Section 1228.

##### (2). Non-Essential Versions

Non-essential versions of data files include work-in-progress versions and all versions of data files whose use does not result in significant outputs. These versions do not document the essential functions, policies, decisions, procedures, operations, or transactions of the Congressional Budget Office.

**TEMPORARY.** Delete when no longer needed for current agency business.

**b. Documentation for Data Files**

Documentation includes, but is not limited to, user manuals, record layout/file structure, and descriptions of codes. When available, the documentation includes any additional information about the content of the data file and/or the context in which the data file was created.

**PERMANENT.** Transfer a copy of the documentation to the National Archives with the related data file in 1a(1) above.

**NOTE:** All transfers of documentation will be done in accordance with 36 CFR Section 1228.

**c. Supplementary Data Files**

Supplementary data files are files that contain the computer programs used with the data files in 1a(1) to produce information for the CBO product or other output.

**PERMANENT.** Transfer a copy of any data files that supplement the archived version of a data file in 1a(1) to the National Archives along with the archived data file.

**NOTE:** All transfers of data will be done in accordance with 36 CFR Section 1228.

**d. Documentation for Supplementary Data Files**

Documentation includes information linking results in the CBO product or other output with the computer programs.

**PERMANENT.** Transfer a copy of the documentation to the National Archives with the related Supplementary Data Files.

**NOTE:** All transfers of documentation will be done in accordance with 36 CFR Section 1228.

**24-2. ANALYSIS RUNS**

Computer printouts generated as working drafts or final copies of calculations relevant to CBO published or unpublished products and internal/external requests.

**TEMPORARY.** Destroy 4 years after closure or when no longer needed, whichever is sooner.

24-3. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as official CBO products. The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

24-4. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, internal studies, working papers and other significant products that are the final product of a CBO project, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

24-5. TESTIMONY FILE

**Duplicate copies** of testimony given at Congressional request, including copies of the invitation to testify, relevant studies, correspondence and memoranda. The record set of

testimony is maintained in the Office of Intergovernmental Relations.

a. Office copy

TEMPORARY. Close file annually. Destroy 5 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

24-6. CHRONOLOGICAL FILE

Correspondence, rough drafts, revisions, memoranda, published and unpublished studies and other documentation of each analyst's work, filed alphabetically by analyst and thereunder chronologically.

TEMPORARY. Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

24-7. EXPERT PANEL MEETINGS

Correspondence, memoranda, notes, minutes, agendas and other related documentation for meetings of expert panels advising the division.

PERMANENT. Close file at end of each year and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

24-8. BRIEFING BOOKS

Compilation prepared for each formal testimony, including copies of the testimony, supporting documentation, proposed response to anticipated queries, relevant studies and other related documentation. The official record set of briefing materials is maintained in the testimony files in the Office of Intergovernmental Relations.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

24-9. ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, internal memoranda, reference materials and related items either authored by the Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Assistant Director leaves office, or when no longer needed, whichever is sooner.

24-10. DEPUTY ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, internal memoranda, reference materials and related items either authored by the Deputy Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Deputy Assistant Director leaves office, or when no longer needed, whichever is sooner.

24-11. UNIT CHIEF SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials, internal memoranda and related items either authored by the Unit Chief or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Unit Chief leaves office, or when no longer needed, whichever is sooner.

24-12. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets and memoranda related to the creation/documentation of reports or models created by analysts and maintained in individual analyst's office.

TEMPORARY. Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

24-13. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.

## Chapter 25

### NATIONAL SECURITY DIVISION

Program analysis in national defense issues; author reports on military manpower and weapons issues. Weapons Analysis, and Manpower and Support Analysis are units in National Defense.

#### 25-1. SECURITY

##### a. Classified Documents Administrative Files

Files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule. This item includes files on security procedures and staff departures.

TEMPORARY. Destroy when no longer needed. {GRS 18 item 1}

##### b. Document Receipts

Records documenting the receipt and issuance of classified documents.

TEMPORARY. Destroy when 2 years old. {GRS 18 item 2}

##### c. Destruction Records

Records/certificates relating to the destruction of classified documents.

TEMPORARY. Destroy when 2 years old. {GRS 18 item 3}

##### d. Inventory Records

Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.

TEMPORARY. Destroy when 2 years old. {GRS 18 item 4}

##### e. Top Secret Accounting and Control Files

(1). Registers maintained at control points to indicate accountability over Top Secret



documents, reflecting the receipt, dispatch, or destruction of the documents.

TEMPORARY. Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. {GRS 18 item 5a}

- (2). Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

TEMPORARY. Destroy when related document is downgraded, transferred, or destroyed. {GRS 18 item 5b}

f. Staff Clearances

Lists, records or rosters showing the current security clearance status of individuals.

TEMPORARY. Destroy when superseded or obsolete. {GRS 18 item 23}

g. Classified Document Container Security Files

- (1). Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

TEMPORARY. Destroy when superseded by a new form or list, or upon turn-in of containers. {GRS 18 item 7a}

- (2). Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container.

TEMPORARY. Destroy 3 months following the last entry on the form. {GRS 18 item 7b}

**NOTE:** Forms involved in investigations will be retained until completion of the investigation.

25-2. BRIEFING MATERIALS/TESTIMONY

Duplicate copies of the compilation prepared for each formal testimony, including copies of the invitation to testify, testimony, relevant studies, correspondence, memoranda, proposed response to anticipated queries and other supporting documentation. The

official record set of briefing materials and testimony is maintained in the Office of Intergovernmental Relations.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

#### 25-3. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO study, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. Arranged chronologically.

a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

#### 25-4. COMPLETED PROJECTS

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

25-5. ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, meeting files, publications, reports, reference materials and related items either authored by the Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Assistant Director leaves office, or when no longer needed, whichever is sooner.

25-6. DEPUTY ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials and related items either authored by the Deputy Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Deputy Assistant Director leaves office, or when no longer needed, whichever is sooner.

25-7. WORK IN PROGRESS

Memoranda, correspondence, drafts, task sheets and other records regarding division work plans, interagency coordination, project administration, letters of inquiry for positions and controlled correspondence requests.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

25-8. NATIONAL SECURITY DIVISION SUBJECT FILES

Correspondence, memoranda, reports, notices, directives and other records related to the administration and operation of the office not covered elsewhere in this schedule.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

25-9. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets and memos related to the creation/documentation of reports or models created by analysts and maintained in individual analyst's office.

**TEMPORARY.** Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

## Chapter 26

### SPECIAL STUDIES DIVISION

Program analysis in the areas of Budget Concepts; Accounting and Procedures; Federal Contingent and Deferred Liabilities; Insurance; General Government; Federal Personnel; Compensation and Procurement Systems; Post Office; Law Enforcement.

#### 26-1. SPECIAL STUDIES SUBJECT FILES

Correspondence, memoranda, reports, notices, directives and other records related to the administration and operation of the office not covered elsewhere in this schedule.

TEMPORARY. Review annually and destroy obsolete or superseded files when no longer needed or when 5 years old, whichever is sooner.

#### 26-2. CBO REPORTS AND STUDIES

**Duplicate copies** of reports, studies and other completed research projects which have been published as an official CBO product (CBO reports, memoranda, studies, papers and analyses). The official record set is maintained in Publications Services.

##### a. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

##### b. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

#### 26-3. REPORTS AND STUDIES WORKING FILES

Copies of Congressionally requested studies, including the letter of request, study, correspondence, notes, memoranda, descriptions of the study requested, review meetings and documentation of the evolution of the study.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

#### 26-4. UNPUBLISHED REPORTS

Unpublished papers, reports, staff papers, and working papers that are the final product of a CBO study, which may be disseminated externally, but are not considered official CBO publications distributed through Publications Services. These include requests from outside of Congress. Arranged chronologically.

##### a. Official copy

PERMANENT. Close file annually and transfer to the National Archives.

Annual accumulation is approximately 1 inch.

##### b. Office copy

TEMPORARY. Close file annually. Destroy 10 years after closure or when no longer needed, whichever occurs sooner.

##### c. Other copies for reference or distribution

TEMPORARY. Destroy when no longer needed.

#### 26-5. COVER SHEETS FOR CBO TESTIMONY

Original cover sheets for all CBO Testimony signed by the Director.

TEMPORARY. Close file at end of each Congress (every 2 years). Destroy when no longer needed, or 4 years after closure, whichever is sooner.

#### 26-6. BRIEFING MATERIALS/TESTIMONY

Duplicate copies of the compilation prepared for each formal testimony, including copies of the invitation to testify, testimony, relevant studies, correspondence, memoranda, proposed response to anticipated queries and other supporting documentation. The official record set of briefing materials and testimony is maintained in the Office of Intergovernmental Relations.

TEMPORARY. Close file annually. Destroy 5 years after closure, or when no longer needed, whichever occurs sooner.

26-7. INDIVIDUAL SPECIAL STUDIES STAFF FILES

CBO papers, studies, memos, speeches, testimony, and other supporting documentation generated by Special Studies Staff and filed in the division central files alphabetically by staff member and thereunder chronologically.

TEMPORARY. Close file when employee leaves the Division. Destroy when 8 years old or when no longer needed, whichever is sooner.

26-8. WEEKLY UPDATE OF SPECIAL STUDIES DIVISION PAPERS

A weekly publication describing the status of Special Studies Division papers.  
TEMPORARY. Destroy when superseded, obsolete or no longer needed.

26-9. ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials and related items either authored by the Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Assistant Director leaves office, or when no longer needed, whichever is sooner.

26-10. DEPUTY ASSISTANT DIRECTOR SUBJECT FILES

Correspondence, speeches, testimony, publications, reports, reference materials and related items either authored by the Deputy Assistant Director or maintained for his/her use. None of these materials are official CBO record copies.

TEMPORARY. Destroy 1 year after the incumbent Deputy Assistant Director leaves office, or when no longer needed, whichever is sooner.

26-11. ANALYST FILES

Correspondence, rough drafts, revisions, analysis runs, worksheets and memos related to the creation/documentation of reports or models created by analysts and maintained in the individual analyst's office.

TEMPORARY. Review file annually and destroy files relevant to completed projects/models 5 years after completion or when no longer needed, whichever is sooner.

26-12. TECHNICAL REFERENCE FILES

Internal memoranda and reference materials concerning statistical procedures, methodology and computer technology.

TEMPORARY. Destroy when superseded, obsolete or no longer needed for agency business.