

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-429-79-2	
DATE RECEIVED	
July 16, 1979	
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
8-9-79 <small>Date</small>	<i>Jane P. O'Neil</i> <small>Archivist of the United States</small>

1. FROM (AGENCY OR ESTABLISHMENT)  
**GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

2. MAJOR SUBDIVISION  
**Executive Office of the President**

3. MINOR SUBDIVISION  
**Office of Administration**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Steve Rudzinski**

5. TEL. EXT.  
**395-3914**

6. INFORMATION MANAGEMENT AND SERVICES DIVISION  
**Information Management and Services Division**

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7/11/79	<i>Nell Doering</i>	Records Management Officer

7. EV NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See attached Records Control Schedule:  Executive Office of the President Office of Administration		

# EXECUTIVE OFFICE OF THE PRESIDENT

## OFFICE OF ADMINISTRATION

The Office of Administration was established within the Executive Office of the President by Reorganization Plan No. 1 of 1977 (42 FR 5601). The Office was activated, effective December 4, 1977, by Executive Order 12028 of December 12, 1977 (42 FR 62895).

The Office of Administration, headed by the Director, provides administrative support services to all units within the Executive Office of the President, including those services which are in direct support of the President. The services provided by the Office of Administration include information, personnel, and financial management, and general office operations, such as mail, messenger, printing, procurement, and supply services.

### Records Common to All Offices

#### 1. Office Reference Material.

The office reference material consists of extra copies of record materials retained solely for convenience of reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda, reports, studies, preliminary worksheets and informal notes that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed; abstracts of correspondence, route slips and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other Government agencies, commercial firms, or private institutions, which require no action or supplement the official record.

TEMPORARY.           Cut-off every 2 years.  
                          Destroy on site when 2 years old or when no  
                          Longer needed, whichever is sooner.

#### 2. Personal Papers.

Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OA employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of

his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files.

TEMPORARY:           Dispose when no longer needed.

### Office of the Director

The Director of the Office of Administration reports to the President. The Director is responsible for ensuring that the Office of Administration provides common administrative support and services to units within the Executive Office of the President.

Subject to such direction or approval that the President may provide or require, the director shall: organize the Office of Administration; employ personnel; contract for supplies or services, and perform all other duties that the President might do as head of the Office of Administration. The files of this Office are covered under Items 1, 2, and 3 of this schedule.

(NOTE: Director's Alphabetical File.

These files are related to the Director's role as Special Assistant to the President for Information Management, and include correspondence, memorandum, and background information related to information management. The files are arranged alphabetically by subject.

PERMANENT.           Cut-off every 2 years.  
                          Transfer to White House files upon  
                          Departure of the Director)

### 3. Deputy Director's Subject Files.

These files relate to the major functions, policy decisions and administrative management activities of the Office of Administration (i.e., organizational planning, direction and control of substantive operations and programs, development and simplification of procedures, and administration of management improvement programs). These files include, but are not limited to: Statutes and Executive Orders establishing the Office of Administration; organizational charts; directives; manuals, and handbooks; master set of publications; master set of forms; management improvement reports; delegation of authority; and the Annual Report to the President. These files are arranged by function and subject.

PERMANENT.           Cut-off every 2 years.  
                          Transfer to EOP Depository every 4 years.  
                          Offer to NARS when 4 years old.

### 4. Budget Policy Files.

Correspondence or subject files such as policy and allowance letters and other materials documenting policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for programs.

TEMPORARY.           Cut-off every fiscal year.  
                          Destroy on site when 4 years old.

### 5. Budget Estimates and Justifications Files.

Copies of budget estimates and justifications prepared or consolidated in the Deputy Director's Office. Included are appropriation language sheets, narrative statements, and related schedules and data. Also included are supplemental appropriation requests and justifications.

TEMPORARY.           Cut-off every fiscal year.  
                          Destroy on site when 4 years old.

## Office of Audit and Assessment

The Office of Audit and Assessment assesses overall systems performance versus established goals, and recommends improved, simplified systems and associated procedures. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).

## Office of the General Counsel

The Office of the general Counsel advises the Director and his staff regarding substantive aspects of legislation, and gives counsel on policy and legal matters which affect the operations of the Office of Administration. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).

## Personnel Division

The Personnel Division is responsible for planning, developing, and implementing a comprehensive personnel management program. This goal concentrates on the effective acquisition, retention, motivation, development and utilization of personnel as well as the improvement of related systems and procedures. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).

## Financial Management Division

The Financial Management Division is responsible for the full range of centralized budget and fiscal services for units within the Executive Office of the President. Included in this responsibility are: development, coordination, and direction of financial management policies, programs, and operations; the design and implementation of related systems; and the development of timely and accurate financial data for effective management and budgeting purposes. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).

## Administrative Services Division

The Administrative Services Division is responsible for the management and direction of: procurement and contracting for supplies, materials, and equipment; space movement; printing and duplication (as authorized by the joint Committee on Printing), including Presidential press releases, bulletins, circulars, executive orders and reports for all offices within the EOP; mail and messenger services, including expeditious delivery of Presidential and executive mail; centralized word processing and graphics services; and equipment management including acquisition, maintenance and repair, and inventory control. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).

## Information Management and Services Division

The Information Management and Services Division is responsible for the coordination and management of information services to the EOP. The Division provides a comprehensive anticipatory and responsive service based on information obtained from commercial data base suppliers and publishers and other Government organizations and systems. It indexes and processes this information for rapid and efficient retrieval. It provides an active, current information collection and dissemination program for the EOP and a planned user oriented information program linked to Government and private information collection and dissemination program for the EOP and a planned user oriented information program linked to Government and private information sources. It provides files and records support to the EOP offices and manages the EOP archival records program. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).

## Information Systems Development Division

The Information Systems Development Division is responsible for providing support throughout the Executive Office of the President in the areas of system and analysis, design, development, implementation and maintenance. This support includes the development, training, consultation and coordination in the use of such systems and covers systems developed by Office of Administration staff, through contractual effort and with coordination of other Federal agencies. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).

## Information Systems Facilities Division

The Information Systems Facilities Division has responsibility for planning, coordination and managing the activities of the Office of Administration Computer Center as necessary to meet the operational requirements of agencies within the Executive Office of the President. These responsibilities include collection of usage and other statistical data to reflect performance and to assist EOP agencies in developing budget requirements. The division also has oversight responsibility for ADP related equipment in use throughout the EOP including that furnished by contract or interagency agreement. The records of this Office are covered under items 1, 2, and 3 of this schedule and the General Records Schedules (FPMR 101-11.4).