

BUDGET

This category deals with all phases of the Agency's budget activities; guidelines for, and preparation of budget requests originating in each organizational unit; review and revision of these requests; preparation of the Agency's submission to the Office of Management and Budget (OMB); preparation and presentation of the detailed Agency budget request to Congress, and hearings before Congressional appropriations committees; copies and analyses of proposed appropriations bills and amendments, and the approved legislation; and apportionment of the Agency's appropriated funds by the administration of the approved budget.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

BUD BUDGET

General material on budget preparation.

(item 69a)

Originating office:

Destroy when 3 years old.

(item 69b)

All other offices:

Destroy when 2 years old.

BUD 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

(item 70a)

Originating office:

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

(item 70b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

BUD 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under BUD 6 PROJECTS, or other reports which should be filed by subject involved.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(item 71a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 71b)

All other offices:

Destroy when no longer needed for reference but no longer than 3 years.

b. Agency copy of above reports.

(item 72a)

Originating office:

Destroy when superseded or obsolete.

(item 72b)

All other offices:

Destroy when 2 years old.

c. All other reports.

(item 73a)

Originating office:

Destroy when 2 years old.

(item 73b)

All other offices:

Destroy when 2 years old.

BUD 2-1 Activity Reports

Summaries of specific action or work performed by budget personnel.

*** Retention Period ***

(item 3029a)

Originating office:

Destroy 2 years after termination of committee.

+[(Disp. Auth. GRS-23-1)]+

(item 3029b)

All other offices:

Destroy 2 years after termination of committee.

+[(Disp. Auth. GRS-23-1)]+

BUD 3 COMMITTEES, MEETINGS

Committees and meetings relating to budget activities and functions not having long term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(item 75a)

Originating office:

Destroy 2 years after termination of committee.

+[(Disp. Auth. GRS 16-8-a)]+

(item 75b)

All other offices:

Destroy 2 years after termination of committee.

+[(Disp. Auth. GRS 16-8-a)]+

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by Budget representatives or records maintained by budget representatives on committees to carry out responsibility of assignments.

(item 76a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 76b)

All other offices:

Destroy when 2 years old.

EXCEPT: Program committees and meetings which should be filed under the specific program category.

*** Retention Period ***

BUD 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

(item 77a)

Originating office:

Destroy when 1 year old.

(item 77b)

All other offices:

Destroy when 1 year old.

BUD 4 BUDGET SUBMISSION

General material relating to budget submission. Includes work based budgeting plans, zero based budgeting plans, work planning and programming plans, and the like.

(item 78a)

Originating office:

Destroy when 4 years old.

(item 78b)

All other offices:

Destroy when 2 years old.

BUD 4-1 Organization Elements

Budget prepared by each organizational entity, and supporting papers.

(item 79a)

Originating office:

Destroy when 3 years old.

(item 79b)

All other offices:

Destroy when 1 year old.

(item 80a)

Originating office:

Destroy when 3 years old.

(item 80b)

All other offices:

Destroy when 1 year old.

Master copy of budgets of Agency organizational components.

*** Retention Period ***

BUD 4-2 Estimates

Includes cost estimates and justifications.

(item 81a)

Originating office:

Destroy when 4 years old.

(item 81b)

All other offices:

Destroy when 2 years old.

BUD 4-3 Multi-Year Funding

Includes Multi-year Program and Financial Plan. Case file each multi-year budget.

(item 82a)

Originating office:

Destroy when 4 years old.

(item 82b)

All other offices:

Destroy when 2 years old.

**BUD 5 OFFICE OF MANAGEMENT AND BUDGET
(OMB) REQUEST**

Consolidated Agency submission for inclusion by OMB in the Governmentwide annual budget. Includes supplementary schedules, exhibits, and special data for OMB review.

(item 83a)

Originating office:

Destroy when 4 years old.

(item 83b)

All other offices:

Destroy when 2 years old.

BUD 5-1 OMB Hearings

Material regarding schedules of witnesses, preparation of statements, and arrangements for appearing.

(item 84a)

Originating office:

Destroy when 1 year old.

(item 84b)

All other offices:

Destroy when 1 year old.

*** Retention Period ***

BUD 6 PROJECTS

General material on projects.

(item 85a)
Originating office:
Destroy when 3 years old.

(item 85b)
All other offices:
Destroy when 2 years old.

Reference material.

(item 86a)
Originating office:
Destroy when superseded
or obsolete.

(item 86b)
All other offices:
Destroy when superseded
or obsolete.

Case file records and related correspondence on approved projects or task forces. Includes basic documentation and final report or other substantive material. Show title and date span of project, as BUD 6 PROJECT No. 00 APHIS Budget Projects.

(item 87a)
Originating office:
Destroy 5 years after
completion of project.

(item 87b)
All other offices:
Destroy when 2 years old.

Proposed projects.

(item 89a)
Originating office:
Destroy when 5 years old,
if no further action is
taken.

(item 89b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

BUD 6 *(continued)*

Work papers and draft report of project.

(item 90a)

Originating office:

Destroy 3 years after completion of project and final report.

(item 90b)

All other offices:

Destroy when 2 years old.

BUD 7 CONGRESSIONAL PRESENTATIONS

General material regarding preparation of the Agency budget to Congress.

(item 90-1a)

Originating office:

Destroy when 3 years old.

(item 90-1b)

All other offices:

Destroy when 2 years old.

BUD 7-1 House Appropriations Committee Hearings

Records regarding the coordination and preparation of Congressional presentation of Agency programs, including position papers and related material of the Administrator; statements of witnesses before standing or special Congressional committees; minutes, agenda, and reports of presentation steering groups; copies of reports in hearings of Congressional committees and special studies group files, consisting of copies of reports on surveys of Agency programs prepared by direction of the President or by Congress; and Agency position or points of adverse criticism reported. Includes Statement of Administrator or his/her designee.

(item 91a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 91b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

BUD 7-2 Senate Appropriations Committee Hearings

Records regarding the coordination and preparation of Congressional presentation of Agency programs, including position papers and related material for use of the Administrator; statements of witnesses before standing or special Congressional committees; minutes, agendas, and reports of presentation steering groups; copies of reports in hearings of Congressional committees; special studies group files, consisting of copies of reports on surveys of Agency programs prepared by direction of the President or by Congress; and Agency position on points of adverse criticism reported. Includes Statement of Administrator or his/her designee.

(item 92a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 92b)

All other offices:

Destroy when 2 years old.

BUD 7-3 Appropriation Bills

Copies and analyses of proposed appropriation bills and amendments, thereto; position papers on proposed legislation and appropriations act.

(item 93a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 93b)

All other offices:

Destroy when 2 years old.

BUD 7-4 Supplemental Budget Requests

Requests for supplemental appropriations within a fiscal year, for that fiscal year, necessitated by developments not foreseen in the initial Agency budget submissions.

(item 94a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 94b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

BUD 8 PROGRAM APPROVAL

Information on funds available to Agency.

(item 95a)

Originating office:

Destroy when 4 years old.

(item 95b)

All other offices:

Destroy when 2 years old.

BUD 9 OPERATIONAL YEAR BUDGET

Operating Year Funding Plan: review and revision. Where volume and use warrant, case file by organizational unit.

(item 96a)

Originating office:

Destroy when 4 years old.

(item 96b)

All other offices:

Destroy when 2 years old.

BUD 9-1 Apportionment

Records regarding distribution by the OMB of Agency appropriation and other funds available under legislative authorities. Includes material prepared for OMB review in fixing apportionment.

(item 97a)

Originating office:

Destroy when 3 years old.

(item 97b)

All other offices:

Destroy when 2 years old.

BUD 9-2 Allocations

Records regarding allocations of Agency funds to participating agencies and budget relationships, including SF-1151, Non-Expenditure Transfer Authorization. Includes shared administrative support.

(item 98a)

Originating office:

Destroy when 3 years old.

(item 98b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

BUD 9-3 Allotments

Records regarding requests for and establishment of allotments to headquarters and field offices for each activity, as follows:

Notifications of amounts and objects, with related correspondence, data, and fiscal information, including sub-allocation of funds, information on allotment and reallocation of funds.

(item 99a)

Originating office:

Destroy when 3 years old.

(item 99b)

All other offices:

Destroy when 2 years old.

BUD 9-4 Personnel Ceilings

Requests for establishment and control of numerical authorization of staffing levels. Includes employment limitations.

(item 100a)

Originating office:

Destroy when 4 years old.

(item 100b)

All other offices:

Destroy when 2 years old.

EXCEPT: Staffing patterns. See PER 5.