

OFFICE OF
MINORITY BUSINESS ENTERPRISE

RECORDS CONTROL SCHEDULE

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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Commerce

2. MAJOR SUBDIVISION

Office of Minority Business Enterprise

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ivy V. Parr

5. TEL. EXT.

377-3630

LEAVE BLANK

JOB NO.

NC 1 427 77 1

DATE RECEIVED

18 FEB 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3393a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7-13-77
Date

James B. Rhoads
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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

12-28-76

D. SIGNATURE OF AGENCY REPRESENTATIVE

Ivy V. Parr

E. TITLE

Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM

(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

OFFICE OF MINORITY BUSINESS ENTERPRISE

Establishment. The Office of Minority Business Enterprise (OMBE) was established in the Department of Commerce by Executive Order 11458 of March 5, 1969 to work with Federal government agencies and with the private sector in helping to develop opportunities for minority businesses to more fully participate in the mainstream of America's economic system.

From 1969 until 1971 it was provided with a small staff of approximately 30 persons and with funding only for administration costs. Its initial efforts were directed at piecing together the status of minority enterprise and determining possible actions to be taken to promote its growth.

By Executive Order 11625, October 13, 1971, which superseded EO 11458, the authority of the Secretary of Commerce in the minority enterprise field was strengthened and clarified to cover:

- (a) implementing Federal policy in support of the minority business enterprise program;

- (b) providing additional technical and management assistance to disadvantaged businesses;
- (c) assisting in demonstration projects; and
- (d) coordinating the participation of all Federal Departments and agencies in an increased minority effort.

The Order continued the Advisory Council for Minority Business established under EO 11458, and composed of persons knowledgeable in the field, to be appointed by the President for 2 year terms. The Council was to be advisory to the Secretary of Commerce on problems referred to it and to meet at the call of the Secretary. The Order also required Heads of Departments and Agencies to cooperate with the Secretary of Commerce in furthering the program, and to designate Under Secretaries or similar level officials to be responsible for such cooperation in the agencies.

After the issuance of the Order, in late 1971 the Congress authorized in a supplemental appropriation bill, the expenditure of program funds, and allowed OMBE to offer grants and enter into contracts with various types of national and local minority business development organizations, the purpose of which was to provide management and technical assistance to minority businesses.

Responsibilities. The responsibilities assigned to OMBE by the Secretary of Commerce under EO 11625, as enunciated in the official statement of OMBE's mission, are as follows:

"To promote and assist the expansion of minority enterprise in the United States, both in the number of businesses and the size of businesses; by coordinating and encouraging action by Federal, State and local government agencies to assist minority businesses; by promoting action by the private sector; by providing financial assistance to public and private organizations which furnish management and technical assistance to minority business; by providing financial assistance for pilot or demonstration projects; and by disseminating helpful information."

Organization. From April 1, 1969, when OMBE commenced operations within the Department of Commerce, until October 1973, OMBE operated as a centralized agency, with responsibility for its operating or line programs being placed at the headquarters offices. By October 1973, one field representative had been assigned to each of 30 major U.S. cities to assist in implementing the program at the local level.

As of October 1973, in accordance with the President's "New Federalism" program for decentralization of Federal functions, a major reorganization of OMBE was completed to decentralize responsibility for the line or operating programs to six Regional Offices, with headquarters at New York, Washington, Atlanta, Chicago, Dallas, and San Francisco. More than half of the 225 OMBE employees were transferred to the Regions as part of this reorganization. OMBE Field Project Officers and clerical staff remain in Field Offices located at twelve major cities within the six Regions.

Responsibility for national or multi-regional programs, contracts, grants, or OMBE funded organizations remains with the headquarters office, while responsibility for such regional or local programs, grants, contracts, or funded organizations was placed on the Regions.

Under a reorganization directive effective May 9, 1976, the OMBE organization in the headquarters offices consisted of the Office of the Director and Deputy Director, the Chief Counsel's Office, the Congressional Affairs Office, the Information Center, the Administration Division, (formerly Field Operations and Administration Division), the Program Resources Division, (formerly National Programs Division), and the Planning and Evaluation Division, (formerly Programs Research and Development Staff). The Regional Office organization included a Regional and Deputy Regional Director, the Government Program Coordinator, the Market Development Specialist, and the Business Developers. In addition, various optional specialists such as Capital, Management, Agri-Business and Industrial Development Specialists, or an optional Planner and Evaluator and Administrative Officer are authorized.

An Interagency Council for Minority Business Enterprise chaired by the Under Secretary of Commerce, and with membership consisting of the Under Secretary of the principal Federal Departments and Agencies, or his equivalent, serves as a major vehicle for achieving the Federal government coordination responsibility of the Secretary of Commerce.

Although EO 11458 in 1969 established an Advisory Council for Minority Business and EO 11625 in 1971 reaffirmed and continued, this Advisory Council to the Secretary of Commerce, the Secretary does not appear to have called for meetings of the Council during the past few years.

The Director of OMBE is assisted in establishing policy and in coordinating and directing program and administrative matters by the Executive Staff. This group, under the 1976 organization, consists of the Director, the Deputy Director, the Chief Counsel, the Assistant Director for Program Resources, the Assistant Director for Planning and Evaluation, the

Assistant Director for Administration, the six Regional Directors, the Chief of Congressional Affairs, and the Chief of Information. The Staff meets regularly as scheduled by the Director. The Director serves as Chairman, and attendance of all but the Regional Directors is required.

Binder. This schedule is presented in a format reflecting the present organization of OMBE as stated in OMBE Order 101-2, May 9, 1976. However, a change of title or organizational location of any unit or any reorganization shall have no effect on its provisions as long as the files described herein continue to accumulate and serve the same purpose.

The provisions of the General Records Schedule issued by the General Services Administration are hereby superseded, since this OMBE schedule includes all general and housekeeping records that are currently accumulating in OMBE and that are also documented by records of the Office of the Secretary.

This Records Control Schedule is thus the sole authority for the legal disposition of any and all OMBE records.

OFFICE OF MINORITY BUSINESS ENTERPRISE (OMBE)

OFFICE OF THE DIRECTOR

The Office of the Director provides policy and overall direction to the programs and activities of OMBE.

The office consists of a Director, who serves as the ranking official of the organization and is responsible for executive direction in carrying out the OMBE mission to strengthen minority business enterprise in the United States. Besides the Director, the immediate Office of the Director includes the Deputy Director, who acts for the Director in his absence, serves as the senior specialist for black minority enterprise, and is responsible for solving major problems as assigned, involved in carrying out the program.

In addition, the Immediate Office of the Director includes five Special Assistants, each serving the Director or Deputy Director as assigned. These include the Confidential Assistant, who serves both the Director and Deputy Director on special problems; the Program Assistant, who coordinates and reviews program and funding matters for the Director; the Executive Assistant who coordinates and reviews administrative matters for the Director; the Public Affairs Assistant, who handles speeches and arrangements for appearances by the Director; and the Special Assistant to the Deputy Director, who handles special problems as assigned for the Deputy Director.

Separate records collections are maintained by the Director, his three Special Assistants, and by the Confidential Assistant to the Director and Deputy Director. The files of the Deputy Director, however, include the records of his Special Assistant as well.

1. Program Subject File of the Director - This major file of the Director reflects his responsibility for the development, implementation and direction of all OMBE programs and operations. It concerns his reporting on the progress of the program to the Secretary of Commerce and his recommendations relating to the position of the Department on matters for which OMBE is responsible. The file contains record copies of papers generated or collected by the Director which document his program responsibilities.

Notable headings in the file include; Briefing Papers, Budget, Secretarial Correspondence, Fact Sheets, Congressional Hearings, Goals and Objectives, Annual Reports, Organizations, Advisory Council and Interagency Council on Minority Business Enterprise, Policy Meetings, Speeches, Task Forces, Financial Management, and Organization - Reorganization.

These papers constitute a prime source of on overall management and direction of OMBE programs and activities. Arranged by subject.

Permanent. Start a new file every 5 years. Retire to SHA 1 year thereafter. Transfer to WNRC 2 years thereafter. Offer to National Archives 20 years thereafter.

2. Administrative Subject File - These papers reflect typical house-keeping activities of the office, the documentation of which is available within the Office of the Secretary of the Department as well as in the OMBE Administration Division, such as those relating to time and attendance, procurement requisitions, personnel matters, travel and the like.

Dispose when 2 years old.

3. Chronological File - This file consists of a copy of each outgoing item prepared or signed by the Director.

Permanent. Break file annually. Transfer to SHA 2 years thereafter. Transfer to WNRC. Offer to NARS when 20 years old.

Deputy Director

4. Program Subject File - The file reflects the basic responsibilities assigned to the Deputy Director covering relations with the black community; the handling of difficult administrative and program problems of the OMBE Program requiring high level attention; serving as Director in that official's absence; promotional responsibilities for the program relating to top level contacts with government agencies, high State and local government officials, and prominent officials of corporations and minority groups. It also reflects his close contacts with the Congress in furthering minority business enterprises, and includes copies of the many speeches and addresses which the Deputy Director gives in promoting the program.

Subjects which reflect the scope and content of the file, covering the entire range of the OMBE program, include: Delegations of authority, Staff meetings, Personnel matters, Business Management Fellowship Program, Budget, Legislative and legal, National Programs, Minority Business Opportunity Committees, Federal Executive Development Organizations, Alaska Pipeline project, Contracting programs, Minority Enterprise Small Business Investment Corporations, Indian program, Business Development Centers, Regional projects, and Speeches and addresses.

Included in the file also are papers of the Special Assistant to the Deputy Director covering program activities assigned to that official by the Deputy Director, such as monitoring of special contracts.

Start new file every 3 years. Retire to SHA 1 year later.
Transfer to WNRC 2 years later. Dispose of when 25 years old.

5. Administrative Subject File - These papers reflect typical house-keeping activities of the Deputy Director and his Special Assistant, the documentation of which is available within the Office of the Secretary of the Department and in the OMBE Administration Division, such as travel, review of personnel actions and other personnel matters, procurement, accounting matters, and the like.

Dispose of when 2 years old.

Special Assistant to the Director
(Program Assistant)

6. Program Subject File - This file covers the program review function which the Director has assigned to this Special Assistant, concerning such programs as the National Programs carried out by the Program Resources Division, the planning and evaluation programs of the Planning and Evaluation Division, the interagency programs such as those involving OMB and SBA, and the Regional programs of the Regional and Field Offices. It includes such subjects as: Briefing Papers, Conference Agendas, OMB, Policy and Planning Regional Meetings, Headquarters Activity Reports, Budget, Audit Reports, Franchise Program, Trucking Program, Regional Office Files, Interagency Agreements, Business Management Fellowship Program.

The files provide in one place a reflection of top level involvement in various OMBE programs. The Director's file (Item 1), the Executive Secretariat, (Item 43) and the program division files also contain documentation concerning the subject matter of this file.

Start a new file every 2 years. Bring active files forward and retire to SHA 2 years later. Transfer to WNRC 1 year thereafter. Dispose of when 20 years old.

7. Chronological File - The file consists of a copy of each outgoing item prepared in the office.

Dispose when 2 years old.

Special Assistant to the Director
(Executive Assistant)

8. Organization - Reorganization File - This file reflects the fullest documentation of various OMBE reorganizations and functional reassignments such as the regional and field decentralization of OMBE activities and other functional realignments which were the responsibility of the Special Assistant. The file includes in addition to the final reorganization plans, such papers as task force reports and consultant reports substantiating the reorganizations and records reflecting personnel matters involved in the reorganizations. Arranged by year; thereunder by organization.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 2 years thereafter. Offer to National Archives 20 years thereafter.

9. Executive Staff Meetings Agendas and Minutes - The file contains the record copy of Executive Staff meetings agendas and minutes. The Executive Assistant is responsible for preparing the agenda and maintaining the minutes of all meetings of this policy making body consisting of OMBE's top management officials and chaired by the Director. Meetings are regularly scheduled and attendance by headquarters officials is required. Arranged by type of meeting; thereunder chronologically.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 2 years thereafter. Offer to National Archives 20 years thereafter.

10. Administrative Management Subject File - This file covers various administrative management activities, the responsibility for which have been assigned to the Executive Assistant to the Director. This Assistant serves the Director as liaison with OMBE Divisions and Offices on administrative matters as assigned, in a manner similar to that of the Program Assistant in dealing with program matters. Notable subjects in the file include: Audit reports, Congressional hearings, Personnel matters, Non-renewable contracts, Management studies, Task force on contracting policies and procedures, and Weekly reports.

The Director's file (Item 1), and the files of the Executive Secretariat (Item 43) also contain documentation concerning the subject matter of this file.

Start a new file every 2 years. Move active files forward and retire to SHA. Transfer to WNRC 1 year thereafter. Dispose when 10 years old.

11. Chronological File - This file consists of a copy of each outgoing item prepared in the office.

Dispose when 2 years old.

Special Assistant to Director
(Public Affairs)

12. Speech and Public Affairs File - This file reflects the speech writing and other information activities of the Special Assistant to the Director. It consists of incoming and outgoing correspondence relating to speeches and appearances of the OMBE Director. The correspondence mainly concerns invitations to speak, arrangements regarding appearances, follow up correspondence generated by the speeches, and personnel appointments to positions in which the public may be interested.

Start a new file each year. Retire to SHA when 2 years old.
Dispose of 3 years thereafter.

13. Director's Speech and Appearance Log - This file serves as running record of all speeches and appearances of the OMBE Director beginning in 1974. Arranged by months, it consists of a monthly summary of all speeches and appearances, copies of the speeches, copies of related correspondence, agendas of the meetings, related materials published by the group or organization involved, press releases on the speeches, and newspaper or other articles generated by the speeches.

The file serves as an excellent documentation of the important promotional work carried out by the OMBE Director.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 2 years thereafter. Offer to National Archives 20 years thereafter.

14. Speech Background File - The file consists of materials accumulated by the Special Assistant or organizations or communities involved in the appearances of the OMBE Director and serves as background for the preparation of speeches or arranging for appearances. Typical subjects include: League of Latin American Citizens, American Association of Spanish-Speaking, Biographical, California State File, Indian Affairs, Presidential Advisory Commission, U.S. Conference of Mayors, Minority banks, and Handicapped.

Dispose of when superseded or no longer needed.

15. Chronological File - The file consists of a copy of each piece of correspondence prepared in the office.

Dispose of when 1 year old.

Confidential Assistant to the
Director and Deputy Director

16. Program Subject File - The file reflects the activities of the Confidential Assistant in carrying out various assignments given him by the Director or Deputy Director. Representative subjects include: Trip reports, Proposals, Conferences - meetings, Surveys - evaluations, Colleges - universities, Speeches, and Weekly reports.

Start a new file every 2 years. Move active files forward and retire to SHA. Transfer to WNRC 1 year thereafter.
Dispose when 10 years.

CONGRESSIONAL AFFAIRS STAFF

Under the supervision of a Chief of Congressional Affairs, provides staff support to the Director in his relations with the Congress; serves as focal point within OMBE for handling matters in which Congress has an interest, except the preparation and analysis of legislation directly affecting OMBE's program; handles Congressional inquiries and requests for information or assistance; and provides guidance and support to the Regional Offices and the rest of OMBE on matters of interest to the Congress and individual Congressmen.

Prior to the 1976 reorganization of OMBE, this office was known as the Public and Congressional Affairs Staff. The reorganization separated it from public affairs, and established a separate office for the Information Center to handle public affairs.

While the files of the Congressional Affairs staff contain detailed materials on Congressional affairs pertaining to minority business enterprise matters, the files of the Office of Congressional Relations of the Office of the Secretary contain similar types of documentation on analysis of major legislation and other important matters pertaining to Congressional liaison. Also, the files of the OMBE Legal Counsel contain documentation on legal analysis of OMBE-related legislation.

17. Legislative File - Bills - The file reflects the function of the office of providing information to top officials of OMBE on the existence and content of various Congressional Bills or hearings which have a relationship to the minority business program or to OMBE. The file consists of copies of bills or Congressional hearing publications, copies of nonlegal analyses of such bills or hearings prepared in the office and distributed to OMBE officials, related correspondence, and copies of legislative analyses or comments prepared in other offices of OMBE or the Department. The file is arranged by bill number or by hearing. The legislative files maintained by the Office of the Secretary, and files of the OMBE Legal Counsel also contain documentation concerning the subject matter of this file.

Start a new file with the beginning of a new Congress.
Retire 2 years thereafter to SHA. Dispose of when 6 years old.

18. Congressional Relations File - The file reflects the liaison function of the office with Senators and Congressmen concerned with the minority business enterprise program. The file consists of incoming and outgoing correspondence and other documentation involving relations with individual legislators or groups of legislators such as the black caucus, as well as with their staffs. Arranged by State and alphabetically by name of legislator thereunder.

Start a new file at the beginning of a new Congress.
Retire 2 years thereafter to SHA. Transfer to WNRC
2 years thereafter. Dispose of 4 years thereafter.

19. Congressional Affairs Subject File - This program subject file reflects the work of the Congressional Affairs Office in keeping abreast of pertinent legislation and OMBE programs and maintaining liaison with legislators and others interested in minority business enterprise. Representative subject headings illustrative of the scope and contents of the file include: American Trucking Association, Airport Opportunities Program, Briefing reports, Construction contractors(minority), Institute for Economic Research, Joint Economic Committees, Memo to the file, National Minority Purchasing Council, Washington Urban League, Issue inserts, and Weekly reports of Congressional Affairs.

Start a new file at the beginning of a new Congress.
Retire 2 years thereafter to SHA. Transfer to WNRC
2 years thereafter. Dispose of 4 years thereafter.

20. Administrative Subject File - The file contains office copies of papers on matters such as personnel, time and attendance, travel, budget, weekly reports and similar housekeeping matters.

Dispose of in 2 years.

21. Chronological File - This file contains a copy of each outgoing item prepared in the office.

Dispose when 2 years old.

OFFICE OF THE CHIEF COUNSEL

The Chief Counsel and his legal staff provide legal support to the Director; provide legal services for all components of OMBE; coordinate OMBE's legislative program, including the analysis of proposed legislation affecting the Federal Government's minority business enterprise program; and perform the above subject to the overall authority of the Office of the General Counsel as provided in Departmental Organization Order 10-6. In addition, the Chief Counsel serves as Freedom of Information and Privacy Act Officer for OMBE.

While the files of the Chief Counsel contain detailed materials on legal matters pertaining to minority business enterprise matters, the files of the Office of the General Counsel of the Department contain similar types of documentation on major or important legal matters.

22. Program Subject File - This file reflects the principal activities of the Chief Counsel and members of his staff in providing legal advice and assistance to OMBE. It covers such matters as: review of proposed contracts, grants, and OMBE directives; processing freedom of information requests; audits and investigations of contractors; legal opinions provided to OMBE staff and contractors; relations with the Office of the Secretary and the Department's General Counsel; litigation involving OMBE; legislation, various OMBE national and local programs; interagency and intergovernmental relations; and relations with proposed and ongoing contractors and grantees.

Subject headings which depict the scope and content of the file include: Contract proposals, Contract, general terms and conditions, Black Businessmen's Association of San Francisco, American Association of MESBIC's, Export Promotion Licensing, Franchising, Interagency Council for Minority Business, Greater Horizons, National Minority Purchasing Council, Special Reports - Cable TV - Trucking, Budget, Interagency Agreements, Women's Program, Freedom of Information, Privacy Act, Litigation, State Legislation, Conference - Meetings, Studies-Research.

Documentation on major issues is also available in the files of the Office of the General Counsel, Office of the Secretary.

Start a new file every 2 years. Bring forward active material and retire 2 years thereafter to SHA. Transfer to WNRC 2 years thereafter. Dispose of when 10 years old.

23. Legislative File - Bills - The file reflects the office activities involved in providing legal analyses of proposed legislation or on matters involved in Congressional hearings or in OMBE official's testimonies. Arranged by bill number or by hearing.

The legislative files maintained within the Office of the Secretary contain duplicate documentation on the principal matters covered by this file.

Start a new file with the beginning of a new Congress.
Bring active files forward and retire 2 years thereafter to SHA. Dispose of when 6 years old.

24. Contracts and Grants Monitor File - The file reflects the monitoring activities of officials of the office who serve as project officer for special assigned projects under grant or contract. It contains correspondence, copies of reports, contract evaluations, and other documentation involving the monitoring of projects.

Retire to SHA 3 years after the close of a project.
Transfer to WNRC 1 year thereafter. Dispose of 6 years thereafter.

25. Administrative Subject File - This file contains the usual administrative housekeeping papers of the office covering such matters as time and attendance, procurement, travel, personnel and the like.

Dispose of when 2 years old.

26. Security File - The file consists of papers involving investigations and personnel security matters carried out by the Office of Investigations and Security, Office of the Secretary, and also matters concerning building security. Documentation of these matters is maintained by the Office of the Secretary.

Dispose of when 6 years old.

27. Chronological File - The file consists of a copy of each outgoing item prepared in the office.

Retire to SHA when 2 years old. Dispose when 5 years old.

ADMINISTRATION DIVISION

The Administration Division, under the supervision of an Assistant Director for Administration, provides administrative and logistic support to the Director and all OMBE components, including administrative and procurement services, program/management data and information, financial management, and secretariat services.

From the time of the October 1973 decentralization of OMBE functions until the May 1976 reorganization, the Division was known as the Field Operations and Administration Division. During this time the Field Coordination Branch of the Division was responsible for reviewing proposals for contracts, grants, or other funding sent in from Regions and which the OMBE Director was to sign.

With the 1976 reorganization, the Field Coordination Branch was abolished, and responsibility for review of the contract or grant proposals was placed on the Director of each of the six OMBE Regions. The title of the Division became Administration Division, with responsibility for typical administrative management functions. One special program established within the Division by the 1976 reorganization was that providing for centralized OMBE/SBA coordination, under an OMBE/SBA Liaison Officer.

Assistant Director for Administration

28. Administrative Management File - The file reflects the activities of the Assistant Director for Administration in supervising and administering the OMBE administrative management program carried out by his Division and by his Administration Deputy under the previous organizational structure prior to June 1976. Arranged primarily by subjects, it consists of incoming and outgoing correspondence and related materials covering such subjects as: Audit Reports, Contracts and Grants, National Economic Development Organization, Budget, Personnel, Trip Reports, Office Services, Organization, Reports and Forms, Communications System, Safety.

Documentation on the subject matter of the file is available in pertinent files of the Office of the Secretary or in the OMBE Director's Office or in the OMBE program divisions. The complete files on detailed administrative matters are maintained at the respective branches.

Start a new file every 3 years. Retire to SHA 1 year thereafter. Transfer to WNRC 1 year thereafter. Dispose of when 10 years old.

29. Chronological File - The file consists of a copy of each item of correspondence prepared in the Office of the Assistant Director for Administration. Each Branch keeps its own chronological file, however, copies of key correspondence are sent to this office, where these copies are maintained in an inter-office chronological file.

Dispose of when 3 years old.

OMBE - SBA Liaison Officer

30. OMBE - SBA Coordination File - The file reflects the activities of the OMBE-SBA Liaison Officer in coordinating the OMBE and SBA programs, monitoring OMBE performance in joint activities, and serving as OMBE liaison with SBA on program matters involving the Program Resources and Planning and Evaluation Divisions. Copies of documents generated by the Liaison Officer are sent to the Chiefs of these two program divisions.

Typical subjects reflecting the scope of the file are: Agreements-SBA/OMBE, Objectives-Non Federal Initiatives, Task Force, Meetings With the Undersecretary, OMBE Report on Minority Business Development Program, OMBE Organization-Functions, Weekly Activity Report.

Retire to SHA every 5 years. Transfer to WNRC 1 year thereafter. Dispose of after 25 years.

31. Chronological File - This file consists of copies of documents prepared in the office.

Dispose of when 2 years old.

Contract and Services Branch

The Contract and Services Branch, under the supervision of a Branch Chief, provides guidance to the rest of OMBE on Commerce Department and OMBE policies and procedures governing contract and grant management; maintains a continuing review of contract and grant procedures; and represents OMBE in negotiations with the Office of Administrative Services and Procurement (OAS&P) on Departmental requirements governing contracting/procurement. Coordinates

personnel and training services, serves as liaison with the Office of Personnel, administers equal opportunity program, and provides staff support to the Promotions and Awards Committee; assists employees in the preparation and processing of travel documents; provides house-keeping, space, communications, vehicles, printing, payroll, and supply services; provides assistance and coordination in the design and use of forms and reports including compliance with outside reporting requirements; and maintains liaison with OAS&P on all administrative services. Administers the OMBE Communications System and provides assistance and coordination in the preparation, clearance, and dissemination of directives and manuals.

The files maintained by this branch include remnants of the files of the former Field Coordination Branch and of the former Administrative Services Branch. These files are being merged together in the Program Subject File of the Branch, Item No. 37.

32. OMBE Personnel Folders - Information copies of documents providing a skeleton OMBE employee on-site folder for rapid reference purposes. Complete documentation on employee history is maintained by the Office of the Secretary.

Set up an inactive file for separated employees.
Dispose of 1 year after separation.

33. Branch Employee and Junior Part Time Student Files Copies of correspondence, travel forms, and other related materials pertaining to branch employees or junior part-time students working at OMBE.

Set up an inactive file for separated personnel.
Dispose of 1 year after separation.

34. Field Employee Time and Attendance Files - Blue information copy of CD 238, Time and Attendance Report on Regional and Field Office employees sent for information purposes. Maintained in binders, one per region.

Set up new file each fiscal year. Dispose when 1 year old.

35. Employee Training File - Branch copies of OMBE employee applications for training and other materials relating to attendance at training courses. The main document on training is maintained by the Office of the Secretary.

Set up new file each fiscal year. Dispose of when 1 year old.

36. OMBE Directives History File - Record copy of Orders and Bulletins issued under the OMBE Communications System, including printed copy and background materials. Arranged by organizational function; thereunder by Division number.

Permanent. Retire to SHA when no longer needed for current business, transfer to WNRC 2 years later. Offer to National Archives 10 years thereafter.

37. Contract and Services Subject File - The file, consisting of incoming and outgoing yellow copies of correspondence and related materials, reflects the present subject matter coverage of the functions assigned to the Branch such as personnel, administrative services, and contract procedures. It contains pertinent materials, dated prior to the reorganization of May 1976, of the former Field Coordination Division and of the Administrative Services Division. Typical subject headings reflecting the scope and content of the file are: Accident Reports, Audits, Contract-Grant Training, Property Management, Meetings-Conferences, Funded Program Manual, Parking, Regional Offices, Procurement, Grant Task Force, Copiers, OMBE Telephone Directory, Procedures-Contracts, Travel, Training, Safety Officer, EEO Program, Overtime.

The files of the Office of the Secretary and of the OMBE Regional Offices also contain documentation covering the subject matter of this file.

Set up a new file each fiscal year and bring forward active materials. Dispose of when 2 years old, except materials on imprest fund and job order which shall be disposed of when 3 years old.

38. Procurement Files - OMBE copies of purchase orders and related documents including Form CD-45, covering headquarters and field office procurements. Arranged by purchase order number.

Copies of pertinent forms are also maintained by Office of the Secretary.

Set up a new file each fiscal year. Dispose of when 2 years old.

39. Travel Files - OMBE copies of travel documents of headquarters and field employees arranged by name of employee. Copies are also maintained by the Office of the Secretary.

Set up a new file every 2 fiscal years.
Dispose of when 2 years old.

40. Funded Program Property File - Case files, arranged alphabetically by name of funded organization, covering the accounting for real or personal property of OMBE maintained at offices of the various contractors, grantees, or other funded organizations. File contains correspondence and copies of annual inventory Form CD-281, "Report of Government Property," and of Form CD-50 "Personal Property Control," covering changes in the status of the property.

Set up inactive file for folders of organizations funded by OMBE. Retire to SHA 1 year later.
Dispose of 3 years after becoming inactive.

41. Printing and Reproduction File - Binders containing the OMBE copies of Form CD-10, "Requisitions for Printing or Reproduction." Copies are also maintained by the Office of the Secretary.

Set up a new file each fiscal year. Dispose when 2 years old.

Secretariat

The Secretariat, under the supervision of a Chief, provides secretariat services to the Director and OMBE offices; controls action correspondence; assists and advises OMBE employees on correspondence policies and procedures; trains clerical staff in correspondence practices; reviews correspondence prepared for the signature of White House officials, Secretarial Officers, or the Director; and maintains liaison with the Secretary's Executive Secretariat.

The correspondence files of the Secretariat mainly result from the mail control activities of the office involving correspondence addressed to the Director, Deputy Director, or OMBE in general. Mail control slips and photocopies are prepared for such incoming communications. When replies are prepared, a copy is attached to the incoming mail control quick copy to complete the Secretariat general correspondence file.

42. Mail Control Card Files - Mail control records typed on OMBE multipart form MBE-61, indicating a record of receipt and referral of mail addressed to the Director or Deputy Director or to OMBE alone. No record is made of routine requests for information or publications.

a. Green numerical copy of MBE 61 filed by assigned document number, indicating date of reply, if any. Set up new file each year. Dispose of when 2 years old.

b. Pink alphabetical copy of MBE 61 filed by name of individual involved. Set up new file every 3 years. Dispose when 6 years old.

43. General Correspondence Records - The file consists of photocopies of incoming letters and of white carbon of outgoing letters and some related documents addressed to the Director, Deputy Director, or OMBE in general, and placed under mail control by the Secretariat.

The file is arranged alphabetically by name of organization or individual addressed. It includes breaks for White House correspondence, Director's memorandums, Regions, Congressional Committees and multi-addressed correspondence, as well as the standard alphabetic breakdowns.

Set up a new file each year. Retire to SHA every 2 years. Transfer to WNRC 3 years thereafter. Dispose of when 20 years old.

44. Chronological File - The file consists of an extra green copy of letters prepared by the Secretariat.

Dispose of when 1 year old.

Data Center

The Data Center, under the supervision of a Center Chief, contracts for and otherwise procures mass data with which OMBE analyzes the status of minority business enterprise nation-wide and appraises the progress and impact of MBE programs; designs and implements comprehensive data management system(s); prepares special and recurring information summaries and reports; does in-house computer programming

and maintains liaison with computer facility; maintains liaison with data sources such as Bureau of the Census; works with OMBE users of information to determine their information requirements, and designs formats and procedures to meet requirements; and generally procures and maintains data which will, on as current a basis as possible, relate status and progress of OMBE programs against OMBE goals and objectives.

The major files maintained by the Center pertain to the Business Assistance Report system which provides data on the performance of all OMBE funded organizations in furnishing services to minority businesses within each region or under headquarters monitoring. These files include source data reports, magnetic tapes, machine printouts, and special statistical highlight reports periodically summarizing the funded organization's and OMBE's own performance in meeting established OMBE goals.

Certain of the ADP records involving the Business Assistance Report are maintained in other offices than the Data Center. The raw unedited magnetic tapes involved in transcribing data from source documents to machine language are maintained by the contractor (Dynamic Data). The contractor prepares these tapes which must be edited and corrected and retaped before the data can be inputted into the system. The edited input tape, the disk data base and all output types are maintained by the ADP Operations Division, Office of the Secretary.

The temporary edit and update printouts used in editing the raw transcribed data are maintained in the Commerce Building by a contractor (Gill Associates) who performs the input edit function for OMBE. The remainder of the printouts are maintained in the Data Center.

45. Program Subject File - Incoming and outgoing correspondence and related documents reflecting the activities of the Data Center in operating the automated and manual performance reporting systems covering the operations of OMBE funded organizations and Federal Government activities in furthering minority business enterprises.

Representative subject headings illustrative of the scope and content of the file include: Incoming Correspondence, Outgoing Correspondence, Evaluation Technologies, Inc., OMBE Funded Organizations, Overtime Authorization, John Adams Questionnaire-Study, Memo to the Record, Inter-agency Subcommittee on Data, Consulting Services Program,

Minority Business Performance File, Business Assistance Report, Client Data Report, W. Gill and Assoc. Contract, Federal Civil Rights Reports, Goals vs. Performance.

Set up new file every 2 years. Move active files forward. Dispose of all others when 2 years old.

46. Administrative Subject File - The file consists of office reference copies of time and attendance reports, personnel material, trip reports, and travel documents, and the like.

Dispose of when 2 years old.

47. Chronological File - The file consists of an extra copy of correspondence prepared in the Data Center.

Dispose of when 2 years old.

48. Data Highlight Summary File - This file consists of record copies of periodic highlight OMBE performance data summary reports reflecting the key cumulative data extracted from the Automated Business Assistance Reporting System's computerized monthly summary reports. It also includes the periodic highlight summary cumulative reports on Federal Government performance in furthering minority business enterprise and the like. Arranged by subject.

Permanent. Retire to SHA when 5 years old. Transfer to WNRC 3 years thereafter. Offer to National Archives 20 years thereafter.

49. Backup Edit Reports - Reports from Gill Associates, editing contractor, covering special edit and other ADP operations in connection with the Business Assistance Report system.

Dispose of when 3 years old.

50. Source Documents, MBE 115, Business Assistance Reports - Original source document reports, MBE 115, and Batch Control Sheets, MBE 121, sent in as required in reporting on each service performed for minority businesses by OMBE funded organizations, such as contractors or grantees. These reports are the source documents from which magnetic tapes are prepared for machining of the Business Assistance Reports.

The forms are arranged by headquarters contracts, and by regions, and by month thereunder.

Set up a new file each fiscal year. Retire to SHA 2 years later. Dispose of 1 year later.

51. Business Assistance Report Logs - Seven visible index books containing a sheet for each funded organization, for recording the receipt of each MBE 115, Business Assistance Report received from the organizations with one book per region and one for national funded organizations.

Dispose of when 3 years old.

(Machine Printouts of Business Assistance Reporting System)

52. Nine Business Assistance Indicator Report - Monthly printout providing summaries by contractor, region, and national OMBE, of the nine major business assistance services provided minority business by OMBE funded organizations.

Dispose of when 3 years old. (See Items 60 and 61).

53. Detailed Summary Business Assistance Report - Monthly summary printout providing detailed data by contractor, region, or National OMBE, of business assistance services provided by OMBE funded organizations.

Dispose of when 1 year old. (See Item 62).

54. Monthly Client Performance Report - Monthly printout providing detailed data on the type of assistance and descriptive information on each minority business client served by OMBE funded organizations.

Dispose of when 1 year old. (See Item 62.)

55. Edit and Update Printout - Printout used to check accuracy of taping of source document business assistance reports.

Dispose of when 6 months old.

(Magnetic Disks and Tapes for the Business
Assistance Report)

56. End of Fiscal Year Cumulative - Updated Data Base Disks - These disks are retained to provide the capability of preparing a status report on the data base at the end of the current and previous fiscal years.

Scratch disk file 1 year after close of fiscal year.

57. Edited Input Tape for Updating Disk Data Base - These edited tapes are inputted into the base approximately once a week.

Scratch within 2 weeks.

58. Weekly Disk Dump Tapes - These tapes serve as a back-up to restore the disk file that has been updated each week.

Scratch within 2 weeks.

59. End of Fiscal Year Disk Dump Tapes - These tapes are outputted to provide the capability of restoring the disk data base as of the end of a fiscal year.

Scratch when obsolete or superseded.

60. Monthly Extract Summary Tapes - These tapes, containing selective cumulative data about all the records in the data base, are outputted for use in preparing such monthly printouts as the Nine Business Assistance Indicator Report.

Scratch after completion of printouts of required reports. (See Item No. 52.)

61. End of Fiscal Year Extract Summary Tapes - These tapes are outputted to provide the capability of preparing end of the fiscal year status printouts for such reports as the Nine Business Assistance Indicator Report.

Scratch when obsolete or superseded.
(See Item No. 52.)

62. Monthly Extract Tapes for Client-Edit and Other Detailed Reports - These tapes containing all data on selected records in the data base are outputted for use in preparing such monthly printouts as the Detailed

Summary Business Assistance Report, the Monthly Client Performance Report or other detailed reports. The monthly tapes contain only adds and changes, and are not cumulative.

Scratch after completion of required monthly reports. (See Items 53 and 54.)

63. End of Fiscal Year Formatted Data Base Extract Tapes - These tapes are outputted to provide a capability for printing out all information about all records in the data base as of the end of a fiscal year.

Scratch when obsolete or superseded.

Financial Management Branch

The Financial Management Branch, under the supervision of a Branch Chief, prepares OMBE budget proposals and supports the Director in his budget justifications before the Secretary's Office, OMB, and the Congress; prepared internal budgets and allocations of funds for their management by individual OMBE offices; maintains liaison with the Office of Budget and Program Analysis on budgetary matters and with the Economic Development Administration and the Office of Financial Management Services on accounting matters, prepares and monitors financial plans; coordinates with other agencies on financial matters of mutual interest; and provides top management with recurring and special reports on obligations against allocations, and other financial status reports.

The program expense printout reports received in the branch are prepared for OMBE by the Accounting Division of the Economic Development Administration. The Administrative expense printout reports received in the Branch are prepared for OMBE by the Central Accounting Division of the Office of the Secretary. The related magnetic tapes are available at the central Department ADP Operations Division and copies of the printouts are also maintained in the preparing offices.

Documentation on the development of OMBE budgets is also available at the Office of Budget and Program Analysis, Office of the Secretary.

64. Budget Subject Files - Files reflecting the OMBE future fiscal year budget development activities by the Branch and the budget execution activities for the current fiscal year. The file is arranged in accordance

with a coded subject classification system. Typical subject headings include: Review Memorandum, Budget Request to the Secretary, OMB/President Budget, Congressional Justification/Budget Request to Congress, Monthly and Quarterly Plans to OBPA, Salaries and Equipment Obligations, Inquires, Business Development Organizations, Business Resource Center, Experiment and Demonstration, Printing and Reproduction.

Documentation covering the overall budget is maintained in the Office of Budget and Program Analysis of the Office of the Secretary.

Set up a new file each fiscal year. Retire to SHA when 5 years old. Transfer to WNRC 3 years thereafter. Dispose of 10 years thereafter.

65. Chronological File - The file consists of an extra copy of each item prepared in the office.

Dispose of when 3 years old.

(Printouts)

66. Accounting Records Supplied by EDA on Program Expenditures.

a. Cumulative Program Printout listings as follows:

- AC 07 - Monthly report of program funds by location. Projects are listed by State.
- AC 10A - Monthly report of reservations not completely obligated; a yearly listing indicating reservations, by project, for which obligations are not on record.
- AC 12A - Monthly report of obligations not completely disbursed, consisting of a cumulative listing, by project, of undisbursed balances.
- AC 17 - Weekly sub-number work list, comprising a reference list of all

project identification numbers stored in the data base and cross reference to accounting codes.

- AC 26 - Monthly report cross reference list of project numbers comprising an alphabetic listing of projects in the data base cross referenced to accounting codes and project I.D. numbers.
- AC 28 - Monthly report of accrued expenses, by activity, appropriation, and by project.
- ED 74 - Weekly project accounting record, comprising an individual cumulative record for each contract, grant, or other funded organization showing all accounting transactions.

Dispose of above printout reports when superseded by new printouts.

b. Status report program printouts as follows:

- AC 08A - Weekly report on program funds comprising a cumulative summary of obligations and outlays by appropriations and activity.
- AC 08B - Monthly report of program funds by appropriation and activity showing a cumulative summary of obligations and outlays by OMBE Region.
- AC 08F - Weekly report of program funds by appropriation and activity showing monthly cumulative data.
- AC 25 - Quarterly status of funds report showing allotments versus obligations.
- AC 25A - Quarterly code error listing report on projects subject to reclassification.

AC 32 - Monthly report of net disbursements by appropriation, activity, and subactivity.

Dispose of above program printouts when 3 years old.

67. Administrative Cost Statement Printouts
Prepared by Central Accounting Division, Office of
the Secretary.

a. Complete edition of fiscal year end summary statements of all cost statement printouts covering administrative expenses.

Dispose when 3 years old.

b. Monthly administrative cost statements printouts as follows:

#33 - Consolidated expense report showing project, location, appropriation, and object class.

#37 - Expense report by project showing object class.

#38 - Expense report by project and location without object class.

#39 - Expense report by project and location showing object class.

Dispose of above printouts when 3 years old.

c. Biweekly National and Regional Payroll Cost Statements Printouts as follows:

Detailed statement on costs of personal services.

Personal services statement by employee cost only.

Personal services statement by location only.

Cumulative manhour report.

Dispose of above printouts when 3 years old.

d. Monthly accounting journal record print-out (Bridge Report) showing obligations and payments against obligations to bridge to costs.

Dispose of when 3 years old.

INFORMATION CENTER

The Information Center, under the supervision of a Chief of Information, provides support to the Director in public affairs; serves as the focal point within OMBE for providing the general public with information regarding OMBE programs and activities; handles public inquiries and requests for information; provides assistance and support to the Regional Offices and the rest of OMBE in the preparation and distribution of publications, speeches, displays, and presentations; and maintains a center for the development, collection, summarization and dissemination of information and to aid persons and organizations throughout the Nation in the establishment and operation of minority business enterprises.

The dissemination and mailing of distribution copies of OMBE publications is handled for OMBE by the Office of Administrative Services and Procurement.

68. Public Affairs Program Subject File - The file reflects the activities of the Chief of Information and of the Information Center (formerly the Public Affairs and Congressional Staff) and is the basic subject file for the Center. It is maintained by the Secretary to the Chief, and consists of incoming and outgoing correspondence and related materials.

Included in the file is the 1971-1973 program subject file of Albert Horton, who served as Special Assistant to the Director of OMBE.

Representative subjects illustrative of the scope and content of the file include: Football Players on OMBE Staff, Franchises, Institute for Minority Business Education, Minority Population, Press Conferences, Speeches and Articles, City and State Miniprofiles, Funded Organizations. Basic documentation on such information services matters is also maintained in the files of the Office of the Director of OMBE.

Set up a new file every 2 years. Retire to SHA 2 years later. Transfer to WNRC 3 years thereafter. Dispose of when 10 years old.

69. Chronological Files - The file consists of an extra copy of materials prepared in the Information Center.

Dispose of when 2 years old.

70. Press Release File - The file consists of a set of OMBE press releases maintained in three-ring binders. Copies of the press releases are also maintained in the Office of the Secretary.

Dispose of when 10 years old.

71. Newspaper Clipping File - The file of clippings of articles on or relating to OMBE and minority business enterprise is arranged chronologically.

Dispose of when 1 year old.

72. Biography and Personnel Photograph File - The file consists of record and distribution copies of biographies and photographs of the OMBE Director, Deputy Director, and six Regional Directors. Black and white photos-original negative and captioned print (if available); color photos-original transparency or color negative, captioned print, and inter-negative (if available). Arranged alphabetically by surname.

Permanent. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old.

73. OMBE Publications Record Copy File - The file consists of record copies of the OMBE periodical "Access" and its predecessor "outlook," as well as collected copies of occasional OMBE publications. Arranged alphabetically by publication title.

Permanent. Retire to SHA when 10 years old. Transfer to WNRC 1 year thereafter. Offer for transfer to National Archives 20 years thereafter.

74. Promotional Photograph File - The file consists of photographs of events of a promotional nature such as contract signings of business development organizations, promotional awards for furthering minority business enterprise and conferences and meetings, and also photographs used in the periodical "Access." Black and white photos-original negative and captioned print (if available); color photos-original transparency or color negative, captioned print, and inter-negative (if available). Arranged alphabetically by promotional event title.

Permanent. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old.

75. Background Material for "Access" - The file consists of background materials on articles, drafts, and the like on issues of the periodical "Access" and its predecessor "Outlook."

Dispose of individual documents or contents of file folders when they have served their purpose.

76. Exhibit Planning File - The file consists of papers pertaining to planning for displays and appearances at various exhibitions. The folders contain copies of contracts, purchase orders, agendas of meetings shipments papers, and the like.

Dispose of when 6 years old.

77. Routine Requests for Information or Publications - The file consists of requests forms or correspondence pertaining to routine requests for information or publications pertaining to minority business enterprise.

Dispose of when 6 months old.

78. Dissemination of OMBE-Related Media Articles File - The file consists of transmittal memos and copies of various media articles or other published materials on minority enterprises that were disseminated throughout OMBE headquarters or regional offices to keep them informed of such publicity.

Dispose of when 1 year old.

79. Administrative Subject File - Contains office copies of papers relating to such housekeeping activities as time and attendance, requisitions for procurement, travel or personnel matters. OMBE documentation on such matters is maintained within the Administration Division.

Dispose of when 2 years old.

PLANNING AND EVALUATION DIVISION

The Planning and Evaluation Division, under the supervision of an Assistant Director for Planning and Evaluation, analyzes and advises the Director on international and national conditions and trends that bear on OMBE's mission and goals; provides economic analyses in support of ongoing programs and activities; advises the Director on long range goals; coordinates development of annual objectives; conducts special planning studies; designs overall systems for monitoring, tracking, and reporting program progress; makes continuing and special evaluations of the impact of MBE programs nationally, monitors overall MBE program performance; recommends policy governing OMBE's research/demonstration efforts; in conjunction with Regional Directors, designs pilot and demonstration projects; develops standards and guidelines for use in monitoring and evaluating pilot and demonstration projects.

The Divisional organization, in addition to the Office of the Assistant Director for Planning and Evaluation, consists of a Planning Branch, an Evaluation Branch and a Research Staff. The Planning Branch assists and advises the OMBE Director and the Executive Staff in the setting of objectives and goals and in funding and implementing approved expenditures for carrying out the OMBE program. In addition, among its duties, it conducts demonstration projects which, after they have been tested and evaluated, may be spun off as operational programs or projects.

The Evaluation Branch designs and administers systems for monitoring and tracking the progress of the total minority business development effort. It evaluates the results of OMBE programs and projects against established goals and objectives and for their impact on the growth of minority business.

In addition, among its duties, it designs reporting requirements to be levied on contractors and grantees by which their impact and progress can be measured.

The Research Staff provides overall direction to research performed by contractors, consultants, or OMBE staff to test new ways to assist minority businesses or to overcome the special problems of minority businesses. It develops and maintains useful data on the scope, characteristics, and other facets of minority businesses which may have applicability to OMBE programs.

Prior to the June 1976 OMBE reorganization, the predecessor organizations involved in such activities included the Program Research and Development Staff and the Planning and Evaluation Branch of the former Field Operations and Administration Divisions. These predecessor organizations were established by Department Organization Order 25-4B, August 30, 1973, under which the OMBE regional decentralization program was established.

While the Division has a Branch and Research Staff organizational structure, the records have been centralized and maintained at the Divisional level. Therefore, this schedule cannot reflect the Branch structure.

80. Central Division Subject File - This file consists of subjectively filed materials, other than project materials, reflecting the planning, evaluation, and research functions of the Program Planning and Evaluation Division or its predecessors such as those of the former Program Research and Development Staff or the Program Planning and Evaluation Branch of the former Field Operations and Administration Division. The file is centrally maintained by the Assistant Director's Office and should contain the program and administrative subject files of all three of the Division branches as well as those of the Assistant Director for Planning and Evaluation. A numerical decimal type classification system has been applied.

Set up a new file every 2 years and bring forward active materials into the new file as needed.

Disposition of the file shall be as follows:

A. Administrative Subjects

- (1) Such primary administrative subject materials as: Administrative Management, Financial Management and Personnel Management.

Dispose of when 2 years old.

- (2) Such primary administrative subject materials as: Organization and Public and Congressional Affairs, and External Communications.

Retire to SHA every 2 years. Transfer to WNRC 2 years thereafter. Dispose of 6 years thereafter.

- B. Program Subjects - Such program subject materials as Business Development and Support, Information Management, and Improvement Management, except for those subordinate subject materials listed under Part C below of this item "Permanent Subjects," and the materials under Item 81 "Funding and Implementation File," and Item 82 "Management by Objectives File," which are listed separately from this subject.

Retire to SHA every 2 years. Transfer to WNRC 2 years thereafter. Dispose of 6 years thereafter.

- C. Permanent Subjects - Such selected subordinate subjects from the Central Divisional subject file as: Criteria for OMBE Experiment and Demonstration Projects, General Industry/Economic Data, Talking and Position Papers (General), Evaluation Program Policies and Procedures, Planning Branch Program Plans, Research Staff Program Plans. Arranged alphabetically.

Permanent. Retire to SHA every 4 years. Transfer to WNRC 2 years thereafter. Offer to National Archives 20 years thereafter.

81. Funding and Implementation File --The file consists of annual submissions of proposed funding plans for grants, contracts, and other projects from both headquarters, divisions and offices and Regional offices that are approved by the Director. Also included are proposed modifications or funding changes requiring Director's approval involved in implementing the plan, and justification statements to guide the OMBE top officials in determining expenditures.

This file provides a basic overall summary of annual OMBE projects, contracts, grants, and other funded activities which together comprise the total funded OMBE program. Arranged by date.

Permanent. Retain in office for 4 years. Retire to SHA and transfer to WNRC 5 years thereafter. Offer for transfer to National Archives 20 years thereafter.

82. Management by Objectives File - The file consists of papers concerned with management by objectives, Secretarial objectives, annual objectives by fiscal year and joint OMBE/SBA activities, involving the program planning responsibilities of the Division to provide bench marks for evaluating progress in achieving the established program objectives. It provides basic documentation covering the effectiveness of OMBE's programs for furthering minority business enterprises. Arranged annually by subject.

Permanent. Retain in office for 4 years.
Retire to SHA and transfer to WNRC 5 years
thereafter. Offer to National Archives
20 years thereafter.

83. Projects - Proposals Case Folders - Case folders on projects of the Program Planning and Evaluation Division or its predecessor organizations carried out by contractors, grantees, or internally within the Division reflecting its planning, evaluation, research, demonstration activities. These case folders serve as the official records of Divisional projects carried out either internally within the Division or by OMBE grantees. For contracted projects, the contract files of the Contracting Officer, maintained by the Office of Administrative Services and Procurement of the Office of the Secretary serve as the official files covering any of the contracting aspects of these Divisional projects. The Division's contract project case folders, however, are needed to document the relationship of OMBE to the contractor on such matters as contractor performance in meeting the terms of the contract, and the Division's relationship prior to formally entering into the contractual relationship.

The Department's Contracting Officer relies on OMBE to furnish him needed documentation for contractor claims or litigation concerning nonpayment because of non-performance by the contractor to meet the specifications of work to be performed.

The project case folders contain such records as: incoming and outgoing correspondence relating to the project; papers reflecting Division liaison with contractors or grantees; copies of documents reflecting contractual Divisional - contractor/grantee relationships, such as proposals, interim reports, copies of contracts or grants, and statements of project methodology; final summaries of data essential to the preparation of the final report or subsequently prepared OMBE analysis; and drafts and final reports reflecting the results of the project.

Upon completion of a project, assemble all papers necessary for inclusion in the project case folder and file them within the Division central file.

Retire to SHA every 2 years. Transfer to WNRC 2 years thereafter. Dispose of 6 years thereafter.

84. Project Questionnaires and Preliminary Tabulations File - The file consists of questionnaires other survey collection papers and preliminary tabulation materials of projects carried out internally by the Division or by contractors or grantees but does not include final summaries or other analytical data necessary to document the final report submitted.

Dispose 1 year after essential information has been tabulated.

85. Proposed Projects - Proposals File - This file consists of proposals and related materials for projects generated internally in the Division or received from potential contractors or grantees and maintained until the project is formally authorized or it is decided not to authorize the project and it is denied or withdrawn. The file is only temporary and for preauthorization materials for authorized projects.

- A. Authorized Projects - Bring forward preauthorization materials to the case folder for an authorized project after it is set up.
- B. Denied, withdrawn, or nonacted upon proposals. Dispose of when 2 years old.

86. Final Project Reports and Divisionally Prepared Analytical Papers File - This is a collected set of final project reports reflecting the results of Divisional projects carried out internally or by contractors or grantees, and also for any internally prepared Divisional analytical papers that are based on the project final reports. Such a collection of results of projects may duplicate information maintained in project case folders, but are of value in that they provide officials or others with a convenient source of summary materials on minority business planning, evaluation, research, or demonstration activities. Arranged by name of contractor; thereunder by project.

Permanent. Retire to SHA when no longer needed for current business. Transfer to WNRC 2 years later. Offer for transfer to the National Archives 20 years thereafter.

87. Division or Branch Chronological File - This file consists of copies of items prepared by the Assistant Director for Planning and Evaluation, or by the Planning Branch, the Evaluation Branch, or the Research Staff, and maintained in chronological order for ease of reference.

Dispose of when 2 years old.

PROGRAM RESOURCES DIVISION

The Program Resources Division, under the supervision of an Assistant Director for Program Resources, mobilizes and generates public and private sector resources (money, markets, management) on behalf of minority business development; develops policies and systems to assure that these resources are deliverable and are delivered locally through the Regional Offices and their funded organizations; provides technical support to the Regional Offices in market development and capital development and other specialized areas; maintains liaison with national organizations to obtain or continue their contribution to the development of minority business; manages resource development projects which are national or multi-regional in scope; likewise develops and administers working relationships and agreements with private and government organizations on a national basis; develops policies and systems for providing minority entrepreneurs with management education and training; evaluates the special problems of Indian entrepreneurs and business enterprises, and develops policies and strategies to overcome them; supports the Director and the Secretary of Commerce in their Federal coordination responsibilities; develops working relationships and agreements with other Federal departments and agencies covering their minority business activities; evaluates the minority business development programs and activities of individual departments and agencies; and supports the Undersecretary and the Director in the work of the Interagency Council for MBE and its committees.

The Division is one of the basic OMBE organizations as it or its predecessors have been responsible for various aspects of the total OMBE program or segments of the program. It has been reorganized many times during the brief history of OMBE.

From April 1969 when OMBE was established until October 1973 when the Regional decentralization of OMBE took place, the key personnel in the present division were primarily concerned with promoting minority businesses in the private or non profit institutional sector of our economy. From April 1969 to September 1969 the predecessor division was known as the Business and Professional Division. From then until mid 1970 it was the General Services Division. From then to mid 1971 it was the Business Opportunities Development Division. From then to the October 1973 decentralization realignment, it was known as the Private Programs Division.

With the decentralization of OMBE programs in October 1973, responsibility for National or interregional programs covering a combination of the private and government sectors was placed on a newly established National Programs Division. In June 1976 with a shift in emphasis, responsibility for all program resources available to further minority businesses was placed on the newly established Program Resources Division. In addition, the Branch structure of the former National Programs Division was somewhat changed by the reorganization.

The Division organization at the time of this writing includes the following organizational units under the Assistant Director for Program Resources in charge of the Division - a Deputy Assistant Director for Program Resources and a Special Assistant to the Deputy Director; a National Government Coordinator and Executive Director of the Interagency Council for Minority Business Enterprise; an Indian Advisor; and four Branches; namely, the National Projects Branch, the Market Development Branch, the Government Resources Branch, and the Capital Development Branch.

Each of these above listed segments of the Division maintains its own records, with centralized branch files in the four branches being attempted.

Office of the Assistant Director for Program Resources

88. Director's Program Subject File - The file consists of policy and other papers the Director has maintained reflecting the work of the Division and its predecessors in promoting and developing government, industry and non-profit independent resources to aid and assist minority businesses in achieving the long range goal of parity with all other business enterprises. Included are a selection of policy documents and position statements on various types of financial management and marketing resources available to assist minority business.

Typical subjects reflecting the scope and contents of the file include: Greater Horizons, Bank of America Breakfast Meeting, Functional Statements, OMBE Policy Papers (Divisional Papers), Policy Statements, Program Initiatives, Project Funding - Responsibilities, Multi-National Agribusiness, Minority Business Purchasing Council, Missouri Governor's Conference, Inter-OMBE Memorandums.

Basically the file reflects the active interest of the Assistant Director in charge of the Division from the inception of OMBE in promoting the various methods and resources needed to assist minority business. Arranged alphabetically by subject.

Permanent. Set up a new file every 2 years and bring forward active materials to the new file. Retire to SHA every 4 years. Transfer to WNRC 2 years thereafter. Offer to the National Archives 20 years thereafter.

89. Administrative Subject File - The file consists of office copies of administrative papers of the Office of the Assistant Director for Program Resources covering such housekeeping matters as time and attendance, personnel, administrative matters in general, and travel. Documentation on these matters is available from the Office of the Secretary and the Administration Division of OMBE.

Dispose of when 2 years old.

90. Chronological File of Assistant Director - The file consists of an extra copy of items prepared in the Division and its predecessors kept for convenience of reference.

Dispose of when 5 years old.

Office of the Deputy Assistant
Director for Program Resources,
including the Special Assistant

91. Program Subject File - The file reflects the responsibilities, as assigned, of the Deputy Assistant Director and his Special Assistant, concerning OMBE program involving both the governmental and private sectors for furthering minority business enterprises. Included are records reflecting such programs as those covering internal training of OMBE Federal employees; education and training of funded organization employees; relations with colleges, universities, and schools; and promotional programs involving private sector associations and organizations assisting minority business enterprises. In addition, the file includes copies of speeches and articles, contracts, and also correspondence with various organizations and persons involved in furthering minority businesses.

Set up a new file every 3 years. Retire to SHA 3 years thereafter. Transfer to WNRC 2 years thereafter. Dispose of 5 years thereafter.

92. Administrative Subject File - Office copies of papers relating to time and attendance, budget, procurement, travel, newsclippings and personnel matters. Documentation is available from the Office of the Secretary and the OMBE Administration Division.

Dispose of when 2 years old.

93. Special Program File - The file reflects the work of the Special Assistant to the Deputy who has been assigned program responsibility for the Retail Clothing Program working with the Menswear Retailers Association of America, the National Shoe Retailing Program working with the National Shoe Retailers Association, the OMBE Franchising Program, and the OMBE Academy Program.

The first two programs concern efforts to further the entrance of minority businesses in preferred locations in the menswear and shoe retailing business, while the franchise program covers the expansion of franchising opportunities for minority businesses working with the major franchising organizations. The Special Assistant has the most complete file on such OMBE programs as well as the file on the OMBE Academy which is assigned to further the business management skills of Federal professional OMBE employees. Arranged alphabetically by subject.

Permanent. Retire to SHA every 3 years. Transfer to WNRC 2 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

National Government Coordinator and
Executive Director, Interagency Council
for Minority Business Enterprise

The Office of the National Government Coordinator and Executive Director of the Interagency Council for Minority Business Enterprise reflects the overall coordination effort of the Commerce Department and OMBE in promoting the government sector program to further minority business enterprise. Prior to the reorganization of June 1976, the National Government Coordinator was a Deputy Assistant Director for National Programs covering intergovernmental activities.

The Interagency Council for Minority Business Enterprise (formerly Interagency Committee for Minority Business Enterprise) is the major mechanism of the Secretary of

Commerce and OMBE for coordinating the government's efforts in furthering minority businesses. It is chaired by the Under Secretary of Commerce, and membership consists of officials of equivalent rank representing the principal Federal government departments and agencies. It meets two to four times a year at the call of the Under Secretary. Prior to March 1976 it had Task Forces to do its detailed work. Since March 1976, its detailed work has been carried out by Committees.

These Committees cover Government Procurement, Minority Business Opportunities, Indian Affairs, Business Management, Special Programs, and Data Services. The results of the Committees, which have OMBE personnel to serve as Executive Director, are included in the minutes of the Interagency Council Meetings. In addition, copies of pertinent correspondence of the Committee Executive Directors are forwarded to the Council's Executive Director for inclusion in the council correspondence records.

94. Minutes of the Meetings of the Interagency Council (Committee) for Minority Business Enterprise - Binders, one to a meeting, containing the basic records reflecting the activities of the Council that serve as the principal means for coordinating the Federal Government's program for furthering minority businesses. The Council is chaired by the Under Secretary of Commerce and meets two to four times a year at the call of the Under Secretary. Typical of the records included are: the meeting agenda; a listing of proposed and actual attendees; the actual minutes as prepared by the Executive Director; copies of reports or recommendations forwarded for action by the Council, including those generated by OMBE or those generated by the Committees of the Council; various data or summaries on minority business submitted to the Council; and transmittal correspondence of minutes.

These records are the principal documentation pertaining to the policy actions taken by the Council in coordinating the Federal Government's minority business actions. Arranged alphabetically by type of meeting; thereunder numerically by date.

Permanent. Retire to SHA every 2 years. Transfer to WNRC 3 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

95. Council Executive Director Correspondence File - The file consists of incoming and outgoing correspondence of the Executive Director of the Interagency Council for Minority Business Enterprise reflecting activities involved in coordinating the work of the various Committees of the Council and in managing the Council's operations. Copies of pertinent Council Committee's correspondence (formerly task forces) are included. Arranged alphabetically by type of communication; thereunder by date.

Permanent. Retire to SHA every 2 years. Transfer to WNRC 3 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

96. Federal Government Agency Relations File - The file consists of record copies of OMBE - Federal agency agreements relating to agency actions promised to further minority businesses in carrying out agency programs and correspondence with Federal agencies concerning the agreements or other relations OMBE has with the agencies regarding the program. Also included is material on proposed methods for boosting the minority business percentage of participation in government actions.

The file reflects the national coordination efforts of the office in promoting minority business programs involving Federal Government agency efforts such as those concerning government procurement and contracting using minority business. Arranged by agency; thereunder by subject.

Permanent. Set up new files every 2 years. Retire to SHA 2 years later. Transfer to WNRC 3 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

97. National Government Coordinator Subject File - The file covers administrative and some program activities of the National Government Coordinator in promoting government participation in the program. Prior to the reorganization of June 1976, it covers his actions as Deputy Assistant Director for National Programs (Government)

Typical subjects of the file include: Biographies, Budgets, Contractor Relations, Fact Sheets, Freedom of Information Act, Institute for Minority Business Education, Joint Funding Simplification Act, SBA Subcontracting Program, Self Protection Organization, South Florida Economic Development Center, Personnel, Privacy Act of 1974, Travel - Trip Reports, Weekly Activity Report.

This file does not include the basic agency agreements or the agency - OMBE correspondence. In addition to covering office administrative matters, it appears largely to serve as a program information file for the coordinator.

Set up a new file every 2 years. Retire to SHA 2 years thereafter. Dispose of 4 years thereafter.

National Projects Branch

The National Projects Branch, under the supervision of a Branch Chief, manages minority business development contracts and grants which are national or multi-regional in scope; based on broad requirements laid down by the program branches; negotiates grants through the entire process and similarly coordinates with the Office of Administrative Services and Procurement in the negotiation of contracts; monitors grantee and contractor performance, initiating corrective action and following through when necessary; and keeps the Assistant Director and the Director informed of the general quality and quantity of national/grantee contractor performance.

The files of the National Projects Branch cover OMBE relationships with funded organizations that are OMBE contractors and grantees. The broad program scope of such contractors or grantees is national or interregional in character, and of such a general nature that the contracts or grants cannot be fitted into the subject matter areas of any of the branches of the Division, such as the Market or Capital Development or Government Branches.

Prior to the June 1976 reorganization of OMBE and going back to the October 1973 decentralization of OMBE work, the Branch was known as the Contract Management and Administration Branch of the National Programs Division.

During the 1973 - 1976 period, the Branch was responsible for all national or interregional contracts of OMBE. The other Branches of the National Programs Division did not have responsibility for those of these national contracts that fit their subject matter areas, as is the way the contract and grant responsibility has been decentralized in the present Program Resources Division.

98. National Contract - Grant Projects File - The file reflects the activities of the Branch in developing and monitoring contracts or grants for national projects to further minority business enterprise. These national projects are those that are national or interregional in character and that do not fall under the scope of any one OMBE region or under any of the Branches of the Program Resources Division.

They include national contracts or grants with such OMBE funded organizations as the National Economic Development Association (NEDA), which has offices in more than 20 locations, the International Council for Business Opportunity (ICBO), the National Urban League, the National Association of Black Manufacturers (NABM), the Greater Horizons, the Booker T. Washington Foundation, the Opportunity Development Association (ODA), and the like.

The contract-grant project files include copies of the contracts-grants correspondence, quarterly reports, renewal or modification papers, and other materials pertaining to OMBE relationships with these funded organizations.

Retire to SHA 2 years after formal closure of the contract-grant. Transfer to WNRC 2 years thereafter. Dispose of 6 years thereafter.

99. Administrative Subject File - The file consists of office copies of administrative housekeeping activities such as funding, weekly reports, time and attendance, travel, personnel, business assistance reports, and unsolicited contract proposals not acted upon and the like. Adequate documentation on these matters exist in the Office of the Secretary or the OMBE Administration Division.

Dispose of when 2 years old.

100. Branch Chronological File - The file consists of a copy of each item prepared in the Branch and kept for convenience of reference.

Dispose of when 2 years old.

Capital Development Branch

The Capital Development Branch, under the supervision of a Branch Chief, develops and implements policies and programs designed to provide reliable sources of capital resources, both public and private, to support the establishment and operation of minority businesses. These policies and programs are specifically designed to 1) ensure the availability of equity and loan capital, 2) assist in the establishment and growth of minority-owned financial institutions, 3) increase the number, strength and appropriate use of MESBICs, 4) provide assistance in the solution of financial problems experienced by minority-owned businesses, and 5) provide continuous management and technical assistance, in the areas of capital and finance to minority businesspersons. Advises and assists the Regional Offices in the development of capital programs and strategies.

The files of this branch have been centralized at the Branch level and reflect the work of the branch in making government and private venture capital available to further minority businesses.

The files document several OMBE programs of historical significance such as the Minority Enterprise Small Business Investment Corporation (MESBIC) program, the new technologies utilization program, and the program covering OMBE relationships with minority financial institutions and OMBE funded national financial associations.

101. Financial Institutions - National Association File - The file consists of correspondence and related materials, other than contracts, with the OMBE funded minority national associations representing financial institutions, such as the National Bankers Association, the American Savings and Loan League, and the Life Insurance Association of America. The files for banks and for savings and loans also include correspondence and other papers reflecting OMBE relationships with the individual minority banking and savings and loan institutions that provide capital to further minority business enterprises. Arranged alphabetically by institution or association's name.

Permanent. Retire to SHA after 6 years for transfer to WNRC. Offer to the National Archives 20 years thereafter.

102. National Financial Association Contract File - The file contains the precontract relationship papers and OMBE documentation on contract relationships with funded National Minority Financial Associations that further the development of minority businesses. The Office of the Secretary maintains the official Department record copy of contracts.

Retire to SHA when 4 years old for transfer to the WNRC. Dispose of 6 years thereafter.

103. Licensed MESBIC History File - Case history files on the more than 80 Minority Enterprise Small Business Investment Corporations (MESBICs) established to provide loan or other investment capital for minority business enterprises. These papers document the work of OMBE in promoting the establishment and operation of these special investment organizations for meeting the capital requirements of minority businesses. Documentation on regulation and licensing of these organizations is available in the Small Business Administration. The OMBE files, however, reflect various problems and developmental work in promoting the establishment of these venture capital institutions, and provide a basic record of the Federal Government's involvement in such a program. Arranged alphabetically by type of enterprise.

Permanent. Retire to SHA after 6 years for transfer to WNRC. Offer for transfer to the National Archives 20 years thereafter.

104. MESBIC Application and Pre-licensing File - The file contains correspondence and related materials arranged by State and by name thereunder on individuals and corporations who are prospects for establishing a MESBIC, prior to actual licensing by SBA. If the prospect is successful in licensing the MESBIC, these preliminary papers are brought forward to the case history folder.

Denied, withdrawn, or not acted upon requests - Dispose of when 3 years old.

105. New Technology Commercialization Program History File - The file consists of briefing papers and backup materials covering agreements, understandings, and other relationships of OMBE with Federal Government agencies and private corporations. The papers are concerned with the private sector commercialization and marketing by minority

businesses of products based on new technologies such as those developed by NASA in its space program or by Defense Department in its research and development work.

The first such product, for example, a hydrotool, has been licensed for manufacture and sale by a minority firm. Such history documentation covers one of the successful and original approaches of OMBE in aiding minority businesses to establish themselves and develop as viable enterprises. Arranged alphabetically by type of enterprise.

Permanent. Retire to SHA after 6 years for transfer to WNRC. Offer for transfer to National Archives 20 years thereafter.

106. New Technology Commercialization Program Operational Files - The file contains papers of a routine nature covering the day to day activities in promoting the commercialization of new technologies and development of products using such technologies to be manufactured and marketed by minority businesses.

Retire to SHA when 3 years old. Dispose of 2 years thereafter.

107. Interagency Council for Minority Business Enterprise Committee Files - The file reflects activities of Branch personnel in serving as Executive Director of such Committees (former task forces) of the Interagency Council as the Special Programs Committee, Technology Commercialization Committee, or the Rural Cable TV Committee. The file consists of minutes and agendas of meetings, committee reports and recommendations, and related correspondence of these policy development Committees. Arranged by type of committee; thereunder by committee subjects.

Permanent. Retire to SHA after 5 years for transfer to WNRC. Offer for transfer to National Archives 20 years thereafter.

108. Special Projects Files - The file consists of materials on such special projects of the Branch as promoting the development of minority businesses in the trucking and transportation field, the rural cable TV market, or in various corporate acquisition or merger activities, and also includes the Greater Horizon Program materials. The records consist of correspondence and other papers relating to the OMBE activities with funded organizations and other organizations in these special programs for further minority businesses.

Retire to SHA when 4 years old for transfer to
WNRC . Dispose of 6 years thereafter.

109. Venture Capital Miscellaneous Organization File -
The file consists of papers pertaining to OMBE relations
with various foundations, religious organizations, com-
mercial credit firms, and other lesser important prospective
sources of capital for minority businesses. It also includes
materials collected on the OMBE franchising program and
other OMBE programs that the branch does not have immediate
responsibility for.

Set up a new file every 3 years. Dispose of
when 6 years old.

110. Branch Chronological Files - The file consists of
an extra copy of items prepared in the Branch retained for
convenience of reference.

Dispose of when 3 years old.

111. Administrative Subject File - The file consists of
office copies of papers relating to time and attendance,
budget, personnel, travel, training and workshops, con-
gressional relations copies, and the like. Documentation
on administrative matters is available in the office of
the Secretary and the OMBE Administration Division.

Dispose of when 2 years old.

Market Development Branch

The Market Development Branch, under the supervision of a Branch Chief, develops market or marketing opportunities for the products and services produced by minority enterprises; collaborates with other Federal departments and agencies in establishing policies, procedures, and programs for Government procurement from minority businesses; mobilizes private sector support for corporate procurement from minority businesses; coordinates the activities of the National Minority Purchasing Council; advises and assists the Regional Offices in the development of Regional marketing/procurement programs and strategies; organizes seminars and other activities to provide special marketing training to employees of Federal agencies, OMBE funded organizations, corporations, and State and local governments. This Branch also has responsibility for construction activities.

The files of this Branch document such important OMBE programs as those for assisting minority construction contractors to obtain government and private construction contracts through a network of OMBE funded Construction Contractor Assistance Corporations (CCAC); assisting minority firms to obtain Federal government contracts through the work of the Procurement Committee of the Inter-agency Council for Minority Business Enterprise, particularly the use of Section 8A contracting procedures by the Small Business Administration; and assisting minority businesses in the private sector through the National Minority Purchasing Council, an OMBE funded organization.

112. Subject File on Minority Construction Program. The file reflects the work of the Branch in promoting the access of minority business firms to construction industry business covering activities of both the government and private sectors. It includes basic agreements between OMBE and such Federal agencies as Federal Highway Administration, National Aeronautics and Space Administration, Interior Department, Small Business Administration, and the Maritime Administration. These cover such OMBE activities as promotion by these agencies of minority business firms in building highways, airport facilities construction, using new space technology, obtaining concessions at government locations, and in shipbuilding. In addition, the file reflects the work of OMBE contractors, such as F. W. Dodge and the National Minority Contracting Assistance Project, and the like in providing training and technical assistance to the network of OMBE funded Construction Contractor Assistance Corporations (CCAC). The assistance covers

training in construction job estimating, scheduling and supervision and providing weekly current information on availability of construction contracts to improve the competence and usefulness of these OMBE funded organizations in assisting minority construction contractors.

Typical subjects reflecting the scope and content of this file are: Agreements, Alyeska Pipeline, Arizona Contractors Service Center, Associated Builders and Contractors, Inc., Central Contractors Assistance Center, Construction Contractors Assistance Program, Federal Highway Administration, Interagency Council for Minority Business Enterprise, Interior Department, NASA Space Shuttle, SBA, Survey on Airport/Highway Construction and Housing and Urban Development, Department of.

The file is of great value in that it documents from the beginning of OMBE both the centralized and decentralized approaches of OMBE programs to further participation of minority contracting firms in private business and government construction work. Arranged alphabetically by subject.

Permanent. Break file every 2 years. Bring forward active material. Retire to SHA every 2 years. Transfer to WNRC 2 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

113. Administrative Subject File, Construction Program. The file consists of office copies of papers covering such housekeeping activities as general administration, bidders mailing lists, employee retirement, correspondence controls, parking, freedom of information, personnel, requests for supplies, and travel. Complete documentation exists in the Office of the Secretary and the OMBE Administration Division.

Dispose of when 2 years old.

114. Market Development Branch Program Subject File. The file is the Branch program subject file covering the overall market development activities to further minority business in both the government and private sector. It includes the records of the Procurement Committee (formerly task force) of the Interagency Council for Minority Business Enterprise and its five subcommittees. These committees are the principal mechanism for furthering minority business procurement contracts, including Section 8a SBA contracts, throughout the Federal government.

The file also includes OMBE agreements with various Federal agencies to further minority enterprises and material on such new OMBE initiatives as the minority trucking program and the NASA new technology utilization program.

Typical subjects reflecting the scope and content of the file are: Agreements, American Indian Development Association, Business Management Fellowship Program, Contract Review, Section 8a Program, Federal Procurement, NASA-OMBE Agreement, OMBE/DOD Agreement, President's Advisory Council, Procurement Committee (Task Force) Minutes and Subcommittee Records, Sales Training Program, Technology Transfer Program, Speeches, Private Sector-Programs and Projects and OMBE/SBA Coordination.

The file reflects the basic OMBE government procurement work through the Procurement Committee of the Interagency Council and provides an overall coverage of the other OMBE National Government and private sector programs to further minority business that are the responsibility of the Market Development Branch and its predecessors. Arranged alphabetically by subject.

Permanent. Set up a new file every 2 years. Retire every 2 years to the SHA. Transfer to the WNRC 2 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

115. National Minority Purchasing Council File. The file reflects the OMBE relationship with the National Minority Purchasing Council, the principal national mechanism through which OMBE promotes greater procurement of business by minority enterprises in the private sector. It includes materials on membership, speeches, the automated data bank listing potential opportunities for minority enterprises, and correspondence with the network of 34 Regional Minority Purchasing Councils through which the National Council works. Included in the file also are folders for correspondence with each of the Regional Councils.

The file also contains correspondence with other OMBE funded minority national associations that provide minority businesses access to procurement in the private sector. These include the National Association of Purchasing Management, National Association of Black Manufacturers, National Puerto Rican Business and Marketing Association, National Economic Development Association, National Association of Minority Consultants, and the National Minority Business Campaign.

This file is important in that it is the most complete in OMBE covering this OMBE funded national and regional network of Councils to promote minority businesses in the private sector. Arranged alphabetically by subject.

Permanent. Set up a new file every 2 years. Retire to SHA 2 years later. Transfer to WNRC 2 years thereafter. Offer for transfer to the National Archives 20 years thereafter.

116. National Minority Purchasing Council Contract File. The file consists of copies of the contract with this Council which is renewed annually, amendments, related correspondence, background materials, and the like covering the letting and monitoring of the contract for funding the Council. Documentation on the contract also exists in the Office of the Secretary.

Retire to SHA every 2 years. Transfer to WNRC 2 years thereafter. Dispose of 6 years thereafter.

117. Market Development Branch Administrative Subject File. The file consists of office copies of papers covering administrative housekeeping activities such as general administration, time and attendance, personnel, travel, trip reports, bidders mailing lists, and the like. Documentation also exists in the Office of the Secretary and the OMBE Administration Division.

Dispose of when 2 years old.

118. Branch Chronological File. The file consists of an extra copy of items prepared in the Branch maintained for convenience of reference.

Dispose when 3 years old.

Government Resources Branch

The Government Resources Branch under the supervision of a Branch Chief, supports the Director and the Secretary of Commerce in the coordination of programs and activities of the Federal Government which affect the establishment, preservation, and growth of minority business enterprises. Establishes formal agreements and arrangements with Federal departments and agencies for them to provide support to the overall MBE effort and specific services to minority businesses; evaluates the scope and effectiveness of MBE activities of individual Federal departments and agencies; and provides assistance and support to Regional Directors in the mobilization of government support and assistance at all levels. Develops and coordinates the implementation of special efforts and projects to assist business development among Native Americans. Identifies those Indian tribes, reservations and urban groups which can benefit from management, technical, marketing, and financial assistance, and determines the unique needs of each major group. Works with other agencies which have Indian responsibilities in order to assure a coordinated delivery of assistance to the Indian business community. Mobilizes assistance and support from the private sector for Indian business development.

The major program for furthering minority business reflected by the records of the branch as presently organized involves activities of the some 35 Minority Business Opportunity Committees of the Federal Executive Boards or Associations which serve as the mechanism for promoting the use of Federal government resources at the local metropolitan areas in which these committees have been established.

Prior to the 1976 OMBE reorganization, this branch was known as the Government Programs Branch of the National Programs Division, going back to the October 1973 decentralization realignment of OMBE. At present the Office of the Indian Advisor, reports to the Branch Chief, although in earlier OMBE organizational alignments, it was a separate office.

119. Interagency Affairs Program Subject File. The file reflects the activities of the Branch in promoting the involvement of Federal government agencies in furthering minority business enterprise. Such activities reflect the overall national coordination of the work of the OMBE regions as well as national level programs themselves. Files on certain of the programs are maintained separately from this general overall program subject file. Typical subjects reflecting the scope and content of the file are: Annual Reports, Federal Agency Participation in Minority Business Enterprise, Contracts, Asian-American Business Development, Interagency Counsel for Minority Business Enterprise, Transalaska Oil Pipeline, Federal Assisted Projects-State OMBE's, Construction, and FY Agency Goals.

Set up a new file every 3 years. Bring forward active materials and retire to SHA 3 years thereafter. Transfer to WNRC 2 years later. Dispose of 5 years thereafter.

120. Minority Business Opportunity Committee (MBOC) File. The file reflects the program of OMBE to use some 35 of these interagency standing committees of the Federal Executive Boards or Federal Executive Associations in principal metropolitan areas of the US to identify, promote, and coordinate the use of Federal resources to assist minority business at the local level. These committees stimulate public sector procurements, minority business concessions, deposits in minority financial institutions, and minority business education and training. They offer minority firms direct access to the Federal sector through OMBE funded organizations.

The file covers the Federal Executive Boards or Associations, relations with the Office of Management and Budget, the Committee (MBOC) handbook and work plan guidelines, National Conferences of MBOC's from 1971 to date, Reports, the MBOC training program, and individual files, arranged by metropolitan areas covering evaluations, reports and relations with each MBOC. Arranged alphabetically by subject.

Permanent. Set up a new file every 3 years. Bring forward active materials and retire to SHA 3 years thereafter. Transfer to WNRC 2 years later. Offer for transfer to the National Archives 20 years thereafter.

121. Education and Training Program Subject File. The file reflects the activities of the Branch in promoting business management development for individual minority entrepreneurs through education and training programs. This file covers the work of the Task Force on Education and Training in which OMBE worked with the Department of Health, Education and Welfare and the Labor Department; contract projects on developing guidelines for Minority Business education and training the like; a file on various college and university business management programs available; OMBE-SBA training education work, and relations with the State OMBE programs, including training work.

Set up a new file every 3 years. Bring forward active materials and retire to the SHA every 3 years. Transfer to WNRC 2 years later. Dispose of 5 years thereafter.

122. Environmental Impact Statement Review File. The file reflects the review of environmental impact statements involving minority businesses. The Office of the Secretary maintains the Department's documentation on all environmental impact matters.

Dispose of when 2 years old.

123. Administrative Subject File. The file consists of Office copies of time and attendance, travel, requisition, and other administrative housekeeping materials. The record copies of administrative materials are maintained in the Office of the Secretary and the OMBE Administration Division.

Dispose of when 2 years old.

124. Chronological Files Branch. Extra copies of items prepared in the Branch retained for convenience of reference.

Dispose of when 3 years old.

Office of the Indian Advisor

The Indian Advisor provides special assistance to the Director and Assistant Director because of the unique complexities associated with Indian business development. Because of the importance of bringing all possible government resources to bear on Indian business development, the day-by-day Indian effort is coordinated with other efforts of the Government Resources Branch.

Because the Indian Advisor works closely with the Government Branch, at present he reports to that Branch Chief.

125. Indian Program Subject File. The file consists of correspondence and other papers such as copies of bills, pertinent press releases, reports, and the like reflecting the activities of the Indian Advisor in furthering Indian business enterprises. The file includes papers relating to OMBE regional activities involving the Indian program.

Set up a new file annually. Retire to SHA every 2 years. Transfer to WNRC 3 years thereafter. Dispose of 5 years thereafter.

126. Administrative Subject Chronological File. The file consists of office copies of administrative memorandums, travel documents, time and attendance and personnel papers, requisitions and the like reflecting administrative housekeeping matters. The file also contains extra copies of correspondence filed chronologically. Adequate documentation exists in the Office of the Secretary and the OMBE Administration Division.

Dispose of when 2 years old.

127. Routine Requests for Information and Publications. Routine correspondence requesting information concerning the Indian program normally answered by transmittal of publications or pattern letters.

Dispose of when 1 year old.

128. Unsolicited Proposal File. The file consists of unsolicited proposals for contracts involving the indian program that have not been acted upon.

Dispose of when 2 years old.

129. Regional Contracts File. The file consists of contracts, reports, and correspondence with regional offices involving Regional office contracts pertaining to furthering indian businesses. The OMBE Regional Office contract file is considered the record copy of contracts with such OMBE funded organizations, but the headquarters file is maintained for coordination purposes.

Dispose of 5 years after close of contract.

130. Headquarters Contracts File. The file consists of copies of contracts, evaluation reports, interim contractor reports, and correspondence with contractors covering contracts for indian business assistance for which the Indian Advisor monitors contract performance. Documentation on such contracts is available from the Office of the Secretary, Office of Administrative Services and Procurement.

Retire to SHA 2 years after formal close of the contract.
Transfer to WNRC 2 years later. Dispose of 6 years thereafter.

131. Interagency Council Committee on Indian Affairs File. The file is the OMBE record of participation on the Indian Business Committee of the Interagency Council for Minority Business Enterprise. While the Interior Department chairs the Committee, the Indian Advisor serves as a permanent member, and maintains a complete file of minutes, agendas, reports, recommendations and correspondence. Arranged by date of committee meeting.

Permanent. Retire to SHA every 5 years. Transfer to WNRC 5 years later. Offer for transfer to the National Archives 20 years thereafter.

ALL OMBE REGIONAL OFFICES

The Regional Offices, each under the supervision of a Regional Director, implement the OMBE policies, programs, and projects designed to accomplish the basic OMBE mission. Specifically, the Regional Offices provide local support of minority business development through the identification of local sources of financial assistance, the provision of management and technical assistance, the development of markets, the mobilization of private sector support, the mobilization and coordination of specific Federal support regionally, the mobilization of State and local government support, and by carrying out special activities such as seminars and training. Regional offices monitor contractors and grantees and administer contracts and grants designed to provide specified assistance to minority businesspersons (except those demonstration/research or national contracts and grants administered by the National Office).

Each Regional Office is staffed by a Director and Deputy Director who are provided planning, evaluation, and administrative support in their overall management responsibilities. The Regional Staff is divided into program generalists and technical specialists. Each generalist is accountable for the accomplishment of overall goals and objectives in a given segment of the Region. The technical specialists provide region-wide support to the Director, Deputy, and to the generalists in specialized areas (capital development, government coordination, market development, etc.).

The six OMBE regional offices covering the United States are located in New York, New York; Washington, D. C.; Atlanta, Georgia; Dallas, Texas; Chicago, Illinois; and San Francisco, California. At present, there are 12 field offices located in particular cities within each region where it is desirable to have OMBE program personnel serving as an extension of a regional office in proximity to particular funded organizations. Such field offices are small and the basic documentation of their records can be obtained from the files of the regional offices.

The Regional Offices have similar types of programs generalists and technical specialists in each of them, although not all of the various categories of specialists such as capital development, government coordination, or market development specialists are in each office. For this reason,

no organizational subdivisions have been indicated on the schedule. The items listed will be applicable as appropriate to any of the files of the type described that are maintained within a regional office.

132. OMBE Contract - Grant Files - The files consist of materials relating to contracts and grants made with OMBE funded organizations by the OMBE regional offices. These official OMBE contract and grant records reflect the OMBE funding of such organizations as State OMBE, business development organizations, construction contract assistance corporations, regional consulting contractors (call contractors), business research centers and the like through which various management and technical assistance services are furnished by OMBE to minority businesses. The files include copies of the contractor or grantee proposals, the contracts or grants and any modifications, the quarterly and other reports furnished by the grantees or contractors, and correspondence between the Regional Offices monitoring the contracts or grants and the contractors or grantees, evaluations, audit reports and any indexes to contract/grant files, and the like.

Not included in this item are contract files maintained at Regional Offices by the Administrative Contracting Officer (ACO) of the Office of Administrative Services and Procurement, which are records of the Office of the Secretary, and as such are required to be sent to the headquarters offices of the Department after closure.

- a. Washington Regional Office - Consolidate any related field office files and retire to SHA 1 year after final closeout by ACO of the contract or grant. Transfer to WNRC 3 years thereafter. Dispose of 6 years thereafter.
- b. Other OMBE Regional Offices - Consolidate any related field office files and transfer to the servicing Federal Archives and Records Center 1 year after final closeout by ACO of the contract or grant. Dispose of 9 years thereafter.

133. Contract-Grant Proposals Not Awarded - Proposals for contracts or grants received in Regional Offices and not awarded or otherwise acted upon by the Regional Office.

Dispose 1 year after being place on file, if not returned to the originator of the proposal.

134. Program Subject Files - These files include those maintained by the Regional Director or Deputy Regional Director or others reflecting the various OMBE program activities such as education and training, relations with

OMBE headquarters, volunteer organization programs, consultant contractor program, call contractor program, rural cable TV program, and various other general materials on OMBE programs not covered by individual contract or grant files or files on other Federal government agencies than OMBE. Typical of subject headings found in these files are:

- Incoming and Outgoing Correspondence
- Business Assistance Report (BAR)
- Staff Assignments
- Training and Education
- Project Review Committee
- Team Monitoring Reports
- Rural Cable TV
- Delegations of Authority
- Intra Regional Correspondence
- Grant-Contract Procedures
- Contract Modifications
- Minority Trucking Program
- Call Contractors Program
- Funding Plans
- Internal Memorandums

The archival documentation of papers pertaining to these programs for furthering minority businesses is maintained in the headquarters offices of OMBE.

Set up a new file every 2 years and bring forward active material. Transfer to WNRC or servicing Federal Archives and Records Center as appropriate 4 years thereafter. Dispose of 4 years thereafter.

135. Federal Government Relations Files - The files reflect the Regional Office activities involving agreements with other Federal agencies, relations with Federal agencies not involving agreements, relations with Federal Executive Boards or Associations, and with Minority Business Opportunity Committees (MBOC's), any relations with the Interagency Council for Minority Business Enterprise and its Committees or former task forces, and papers on any other of the Federal Government sector programs to further minority businesses.

The archival documentation of papers pertaining to Federal Government programs is maintained by the headquarters offices of OMBE.

- a. Agreement Files. Dispose of 2 years after termination.
- b. All other records. Transfer to WNRC or servicing Federal Archives and Records Center as appropriate every 4 years. Dispose of 4 years thereafter.

136. Administrative Subject Files - These files reflect administrative housekeeping activities at the region such as office copies of materials pertaining to time and attendance, travel, trip reports, employee suggestions, personnel, motor pool, bonds, budget, procurement, space, mail and communications, records management and the like. Documentation on these administrative matters is maintained in the Office of the Secretary, and in the OMBE Administrative Division.

- a. Records pertaining to employment of individuals - Dispose of 6 months after separation.
- b. Imprest fund accounting records - Dispose of when 3 years old.
- c. All other administrative records - Dispose of when 2 years old.

137. Chronological Files - These files consist of extra copies of items prepared in the Regional Offices maintained chronologically for convenience of reference.

Dispose of when 2 years old.

138. Public Information Subject Files - The files consist of press releases, correspondence, information on media sources, news items on contractors, and papers on appearances and speeches, and the like reflecting public information activities of regional offices.

Set up a new file every 2 years. Dispose of 2 years thereafter.

ALL OMBE FIELD OFFICES

139. OMBE Contract-Grant Files - The file consists of office copies of materials pertaining to contracts and grants made with OMBE funded organizations by the OMBE Regional Offices. Documentation on OMBE relations with these contractors and grantees is maintained in the Regional Offices, while these records are kept at field offices to facilitate operations covering the office's dealings with the funded organizations.

One year after final closeout by the ACO of the contract or grant, send to appropriate regional office for consolidation prior to transfer to the Records Center by the regional office.

140. Program Subject Files - The file consists of office copies of general materials on OMBE programs to further minority businesses relating to the private sector, the nonprofit institutions, and the government sector, not covered by individual contract or grant files. Such programs include regional consultant contractor (call contractor) programs, Minority Business Opportunity Committee (MBOC) program, contract-grant programs for funded organizations, volunteer organization programs, Business Assistance Reporting program (BAR), and the like.

Documentation of such programs is maintained at the OMBE headquarters offices as well as at OMBE regional offices. These files are maintained to facilitate office operations in dealing with clients of the field offices.

Dispose of when 5 years old.

141. Administrative Subject Files - These files consist of office copies of papers pertaining to such administrative housekeeping activities of the offices as travel, trip reports, time and attendance and payroll, space, supplies and equipment procurement, and the like. Documentation on these administrative matters is maintained in the Office of the Secretary and in the OMBE Administration Division.

Dispose of when 2 years old.

142. Chronological Files - These files consist of extra copies of items prepared in the field offices maintained chronologically for convenience of reference.

Dispose of when 2 years old.

ADVISORY COUNCIL FOR MINORITY ENTERPRISE

Establishment. The Advisory Council for Minority Enterprise was established pursuant to Executive Order 11458 of March 5, 1969, and continued under Executive Order 11625 of October 13, 1971. Initially chartered under the Federal Advisory Committee Act in January 1973, the Council was continued to be re-chartered under the same Act. On December 20, 1976, by Executive Order 11948, the President authorized the continuation of the Council until December 31, 1978.

Objectives and Duties.

1. The Council advises the Secretary of Commerce on the development and implementation of policies in support of the minority business enterprise program with specific emphasis on mobilizing and applying the support of the private sector of the economy.

2. The Council's activities include serving as a source of knowledge and information on developments in different fields and segments of our economic and social life which affect minority business enterprise; keeping abreast of plans, programs, and activities in the public and private sectors which relate to minority business enterprise, and advising on any measures to better achieve the objectives of Executive Order 11625; and considering, and advising the Secretary, and such officials as he may designate, on problems and matters referred to the Council.

3. The Council functions solely as an advisory body.

4. The Council or its Chairman may establish such subordinate committees, consisting of selected members of the Council, as may be deemed appropriate to advise and assist the Council in the performance of its functions, subject to the approval of the Secretary of Commerce. Each such committee shall in its meetings and other procedures comply with the applicable provisions of Public Law 92-463. When the Council was fully operative, it had such committees (earlier called task forces) as an Executive Committee, a Purchasing Committee, an Education Committee, a Capital Development Committee, a Business Opportunities Committee, and a Training Committee.

Members and Chairmen. The Council is composed of members appointed by the President from among persons, including members of minority groups and representatives from minority business enterprises, who are knowledgeable in this field and dedicated to the purposes of Executive Order 11625. Members serve for a term of two years and may be reappointed. The President designates one of the members of the Council as the Chairman of the Council, and may also designate a Vice-Chairman. Initially 63 persons comprised the Council, and at the height of its activities more than 80 persons were named to it.

Administrative Provisions.

1. The Council reports to the Secretary of Commerce. Its committees report to the Council.
2. The Council normally meets twice each year, and each of its committees normally meets on a quarterly basis.
3. The Secretary of Commerce arranges for administrative support of the Council and its committees to the extent necessary.
4. The estimated annual operating cost of the Council and its committees is \$250,000 and 5 man-years of staff support.

History. The Council was initially chaired by Sam Wyly, Chairman of the Board, University Computing Company, with Berkeley Burrell as Vice-Chairman and Alan Steelman as the Executive Director. Soon after its establishment the Council began to construct a blueprint for national goals and strategies for minority enterprise over the next decade. The major focus of the Council's effort was to insure delivery at the local community level of the resources necessary to generate viable minority businesses.

Since the Council met at the call of the Secretary of Commerce, normally, only twice a year, much of its work was carried out by its small staff headed by an Executive Director, and by the various committees or task forces which met and prepared recommendations. It also employed contractors or consultants to assist in its work.

By 1973 the activities of the Council began to taper off as the OMBE program itself became more self-sufficient. By October 1974, aside from its last Chairman, Charls E. Walker,

and its Executive Director, W. V. Wishard, and a small staff, the terms of all but four of the Council members had expired and no new nominations were being made.

While the Council has been inactive since 1975 it is still legally in existence. On January 2, 1975 the Director of the Department Office of Organization and Management Systems approved a renewed Advisory Committee charter for the Council for two years under the Federal Advisory Committee Act of 1972, subject to the issuance of an Executive Order continuing the Council. On December 20, 1976 by Executive Order 11948, the President authorized the continuation of the Council until December 31, 1978. The way is thus legally open to reactivate the Council if such a step is desired.

The existing files of the Council are largely those of the full-time Executive Director and of his staff, although in the later years, they include files of the last Chairman, Charls E. Walker, who maintained an office at the Washington headquarters of the Council. Some files of the first Chairman, Sam Wyly, are interspersed in the earlier records, although he appears to have maintained his offices at Dallas, Texas at his University Computing Company.

143. Subject File of Chairman Charls E. Walker - This file of the last Chairman, alphabetically arranged by subject, covers the later more inactive period of the Council, and the Chairman's unsuccessful attempts to reactivate the Council after most members' terms had expired in October 1974. Typical subject headings include: Executive Committee Meetings, Assistant Secretary for Administration, Budget, Interagency Task Force on Minority Business, Congressional Black Caucus, and Task Force on Economic Development.

Permanent. Transfer to WNRC when no longer needed for current business. Offer for transfer to the National Archives when 20 years old.

144. Chronological Files of the Council - This file consists of copies of documents prepared in the headquarters offices of the Council, together with some incoming documents, filed chronologically by months. The file is complete with a few gaps covering the major portion of the life span of the Council from December 1969 through

October 1975. It can provide continuity in documenting the activities of the Council.

Permanent. Transfer to WNRC when no longer needed for current business. Offer for transfer to the National Archives when 20 years old.

145. Council Program Subject File - This file, maintained by the Director of the Council and his staff, basically covers the period 1969-1973. It is an alphabetic subject file concerned with the programs, task forces, missions, organization, and operations of the Council.

Typical subject headings include: Advisory Council Information, Budget, Advisory Council Charter, Executive Orders, Advisory Committee Reporting System, Bank Program, Andrew Brimmer Black Capitalism Program, Business Opportunities, Chamber of Commerce, Community Development, Correspondence, Doctors, Indians, MESBICs, Mexican-Americans, National Strategies and Goals, Private Sector Involvement, SBA, Urban Economic Development Corporation Proposal, and Youth Organizations.

Included in the file is correspondence with and by Sam Wyly, the first Chairman of the Council.

Permanent. Transfer to WNRC when no longer needed for current business. Offer for transfer to the National Archives when 20 years old.

146. Council Reports and Meetings File - This file is a collection of reports of various task forces, subcommittees, and committees of the Council and of records pertaining to meetings and activities of such subordinate organizations of the Council.

Permanent. Transfer to WNRC when no longer needed for current business. Offer for transfer to the National Archives when 20 years old.

147. Council Photograph File - This file is a collection of photographs of various persons connected with the Advisory Committee for Minority Business Enterprise. Most photographs are unmarked, but some press releases are included.

Permanent. Transfer to WNRC when no longer needed for current business. Offer for transfer to the National Archives when 20 years old.

148. Council Membership Files - The file consists of alphabetic name folders, one for each member, and includes appointment papers and correspondence with the appointee. Also included are general folders on membership and reappointments.

Permanent. Transfer to WNRC when no longer needed for current business. Offer for transfer to the National Archives when 20 years old.

149. Council Organization, Programming, and Task Force Files - The file consists of a collection of materials on the organization of the Council and its subordinate task forces or committees, correspondence, task force reports, meeting records, Council recommendations, the Urban Report, staff meeting records, and standard operating procedures. It documents the basic functioning of the Council.

Permanent. Transfer to WNRC when no longer needed for current business. Offer for transfer to the National Archives when 20 years old.

150. Administrative Subject File - The file reflects the administrative housekeeping activities of the headquarters offices of the Council from 1969-1975. The bulk of the file consists of individual name folders covering travel, time and attendance, and occasional personnel actions involving Council staff and members. Also included are materials on contracts and procurements, space, telephone, imprest vouchers, and the like.

Adequate documentation on these administrative activities exists in the Office of the Secretary of the Department.

Dispose when 3 years old.

ALL UNITS

Certain temporary records are common to all or most of the offices of OMBE whether in headquarters or the field. This section of the Schedule is provided to insure that all offices have some disposal authority for these common records. Where any of such records listed below are described elsewhere in this Schedule among those of a particular organizational unit of OMBE, the retention periods provided for that unit shall prevail, if different. Otherwise, the retention periods for common records described hereunder shall apply wherever they are found in OMBE.

151. Technical Reference Materials - These files consist of copies of publications and other accumulated materials received in an office and maintained because of their pertinence to the assigned tasks of an office.

Dispose when obsoleted or revised.

152. Routine Requests for Information or Publications - This file consists of correspondence and other materials replying to requests for information or publications not involving any extensive research to answer or any administrative decisions.

Dispose of any materials involving such requests not returned with the reply when they are 6 months old.

153. "Chronological," "Reading," "Tickler," or "Suspense" Files - These are extra copies of correspondence maintained for convenience of reference or to flag a due date for an action. In some cases, the extra copies are removed from such files and used for cross-reference and other purposes in subject files. This action, of course, liquidates the extra copy file.

Dispose of residual copies when 1 year old.

154. Reproducibles File - This file includes manuscripts (camera copy) and paper or photographic or other types of plates or media used to reproduce multiple copies of documents for distribution.

Dispose of when no longer needed for reprinting.

155. Directives Files - These are work copies of printed and processed Departmental Orders, OMBE issuances, and various intragovernmental staff office authoritative issuances, such as those from OMB, GSA, CSC, or GAO, governing current operations.

Dispose of individual documents when revoked, superseded, or no longer applicable to the office or unit concerned.

156. Shorthand Notebooks and Dictation Tapes, Belts, or Discs - These materials generally contain language for transcription or instructions requiring specific actions.

Dispose of 3 months after transcription or completion of the subject transactions.