



## BUDGET FORMULATION

### 1. Final Budget Submissions

- a. Official record copy of the consolidated Bureau budget estimate and justification submitted to Congress for review and approval. Included are appropriation language sheets, budget justifications, narrative statements, and related schedules and data, for all Department of Treasury, Office of Management and Budget, and Congressional budget submissions.

PERMANENT. Cut off files at the end of each fiscal year and transfer to the BEP's records storage area 5 years after cutoff. Offer to NARA in five year blocks when the most recent record is 20 years old.

- b. Budget Briefing Books

Briefing materials and exhibits created for use during budget hearings before Congressional budget committees, to justify and support the Bureau budget. Includes testimonies prepared for the Director, and Qs and As prepared on key issues of the budget.

TEMPORARY. Close files at the end of each fiscal year and destroy 5 years after close of the fiscal year covered by the budget or when no longer needed for reference.

### 2. Budget Correspondence and General Subject Files

Budget office correspondence, instructional materials, and other subject files documenting Bureau policies, procedures, and systems for developing and submitting internal budget data as prescribed by Department of Treasury and OMB requirements, and which reflect policy decisions affecting expenditures for Bureau programs.

TEMPORARY. Close inactive files and transfer to BEP's records storage area when 5 years old. Destroy when 7 years old.

Electronic Mail and Word Processing System Copies:

Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed