

1743 Keeping and Destroying Records
NIH Records Control Schedule

2100 Budgeting

Records accumulated in budget preparation, presentation and appointment.

EXCLUDED from this chapter are

- (1) Accountability Records; (See section 1900-A).
- (2) Expenditures Accounting records; (See section 1900-B).
- (3) Budget related documents located in administrative files specifically identified in section 1100-M.

2100-A-1 Budgeting Policy Files: Correspondence or subject files documenting NIH policy and procedures governing budget administration.

Located in the NIH Office of Budget.

Disposition: Transfer to the Federal Records Center 5 years after the close of the fiscal year covered by the budget. Destroy when 15 years old.

2100-A-2 Budget Estimates and Justifications Files, including appropriations language sheets, narrative statements, and related schedules and data used to estimate and justify the NIH and/or IC budget.

Located in the NIH Office of Budget.

Disposition: PERMANENT: Retire to the Federal Records Center when no longer needed for reference or administrative purposes. Transfer to NARA when 20 years old.

2100-A-3 Budget Correspondence pertaining to routine administration, internal procedures and other budget-related matters EXCLUDING correspondence files related to budget policy (item 2100-A-1).

Located in the NIH Office of Budget or Office of Financial Management or IC budget offices.

Disposition: Destroy when 2 years old.

2100-A-4 Budget Reports: Periodic reports on the status of appropriation accounts and

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apportionment.

- a. Annual report at end of fiscal year.

Disposition: Destroy when 5 years old.

- b. All other budget reports.

Disposition: Destroy 3 years after end of the fiscal year.

2100-A-5 Budget Apportionment Files: Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

Disposition: Destroy 2 years after the close of the fiscal year.

2100-A-6 Budget Background Records: Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of paper described in item 2100-A-2, and originating offices' copies of reports submitted to budget offices.

Disposition: Destroy 1 year after the close of the fiscal year covered by the budget.

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