

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

LEAVE BLANK (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

JOB NUMBER  
NI-207-95-2

DATE RECEIVED  
1/3/95

1. FROM (Agency or establishment)  
Department of Housing and Urban Development

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Office of the A/S for Community Planning & Development

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Marie Young, DOTM  
Carol L. Hutzell, ARSES

5. TELEPHONE  
(202) 708-0784  
(202) 708-1891

DATE JUN 22 1995 ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12-19-94	<i>Joyce C. Hamon</i> Joyce Hamon	Chief, Management Information Br., ARSES

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>COMMUNITY PLANNING AND DEVELOPMENT RECORDS:</p> <p>18 videotapes providing training on Community Planning and Development programs, dated March 28-29, 1994. A detailed list of titles is attached. These files are kept in Room 7255.</p> <p>a. original videotapes b. duplicate set of videotapes for reference purposes. c. related textual materials.</p> <p>PROPOSED DISPOSITION: <u>PERMANENT.</u> Transfer to National Archives <del>when 1 year old.</del> October 1, 1996.</p> <p>CONCURRENCE:</p> <p><i>Perry Vietti</i> DATE 12/8/94 Perry Vietti, Desk Officer (D), Office of the Assistant Secretary for Community Planning &amp; Development</p> <p><i>Barbara Dorf</i> DATE 12/8/94 Barbara Dorf, Desk Officer (DCF), CPD's Field Coordination Staff</p> <p><i>Copies sent to agency, NNS, NNT, NIA 7/13/95</i></p>		<p style="writing-mode: vertical-rl; transform: rotate(180deg);">All changes to this proposed schedule have been approved by:</p> <p><i>Andrew Hunt</i> 6/8/95 Agency representative date</p> <p><i>Susan Y. Elter</i> 6/8/95 NARA appraiser date</p>

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10. ACTION TAKEN (NARA USE ONLY)

for

Robert S. Kenison DATE 12/13/94

Robert S. Kenison, Associate General Counsel, (CD)  
Office of Assisted Housing & Community Development

Stanley McLeod DATE 12/13/94  
Stanley McLeod, Director, HDQ Audit Operations (GAO)  
Office of Inspector General

(2 of 3)