

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
Office of Administrative and Management Services

3. MINOR SUBDIVISION
Records & Directives Branch/Visual Arts Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Gerald Dean
Pauline Grant

5. TELEPHONE
708-1335
708-1891 x 206

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-207-97-6

DATE RECEIVED
7/15/98

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
12-14-98

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 5 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: 5/22/98

SIGNATURE OF AGENCY REPRESENTATIVE: *Johnny Hodge*
Johnny Hodge

TITLE: Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
70	<p>RECORDS DISPOSITION SCHEDULE 3</p> <p>ADMINISTRATIVE RECORDS</p> <p>AUDIO VISUAL RECORDS</p> <p>This SF-115 schedules Item 70, Audio Visual Records, and is being added to Schedule 3, Administrative Records to provide disposition instructions for Audio Visual Records for the Visual Arts Branch Photograph Library, and also includes instructions to all Program and State/Field Offices for applying appropriate General Records Schedule dispositions and for scheduling photographic records of potentially permanent value. Covers still photographic prints, negatives, slides, contact sheets, transparencies and filmstrips; and associated finding aids including logs and indexes (textual or electronic) as well as reference compilations of selected images reproduced in analog or digital form.</p>	<p><i>Telly Bure</i> 5-19-98 OFFICE OF ADMINISTRATION</p> <p><i>Mary Dickie</i> 5-18-98 OFFICE OF THE INSPECTOR GEN.</p> <p><i>Patricia A. Stark</i> 5/18/98 GENERAL COUNSEL</p>	

DEC 22 1998 *mtv* copy to: Agency, NR
NWCS

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
68.	Emergency planning case files. Consist of record copies of plans or directives issued, with related background papers. Kept by offices responsible for preparing and issuing emergency plans and directives.	Destroy when superseded or obsolete. (NARA Job NC1-207-80-5, item 68)
69.	Emergency planning reports. HUD reports of operations tests. Consist of consolidated or comprehensive reports reflecting HUD-wide results of tests conducted under emergency plans.	Destroy when 3 years old. (NARA Job NC1-207-80-5, item 69)

Audiovisual

70. **Audio Visual Records.** Created specifically by or for the Department of Housing and Urban Development (HUD) or acquired by HUD from outside sources in the course of business. They range from still photographs in various forms such as prints, negatives, slides, transparencies, and contact sheets; to graphic materials such as posters, to motion picture films, videos and sound recordings. Related reference aids include logs, indexes, and electronic data bases, as well as images (still or motion) reproduced in analog form on video disks or in digital form on CD-ROMs, diskettes or hard drives. **NOTE:** Posters are distributed by the HUD Printing Branch directly to the National Archives Still Pictures Branch using HUD Records Disposition Schedule 3, item number 36.

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
(1)	<p>The Headquarters Visual Arts Branch Photograph Library. The Library creates, acquires and maintains still photographic records such as prints, negatives, slides, contact sheets, and related reference aids.</p>	
	<p>(a) Central Assignment File. Contains color (majority) and black and white photographic negatives, with many corresponding prints and contact sheets, along with color slides, mostly gathered on official HUD photographic coverages. Permanently valuable coverages document swearing-in ceremonies, press conferences, speeches, Congressional testimony, and historic commemorations featuring senior HUD officials; coverages of visits of political and cultural dignitaries and celebrities to HUD facilities; coverages of the announcement, promotion and implementation of HUD programs, and other mission-related matters; coverages of housing problems, issues and trends, and of neighborhood life in communities, and coverages of other subjects bearing on unique agency responsibilities. Arranged by HUD assignment number, reflecting coverage chronology.</p>	<p>PERMANENT. Cut off at the end of the Presidential Administration and immediately transfer to the National Archives with all related reference aids. (NARA Job N1-207-97-6, item 70(1)(a))</p>

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
(b)	<p>Assignment Logbooks and Other Reference Aids. Contains caption entries for official HUD photographic coverages, entered in written electronic form with a printed backup. Arranged by HUD assignment number, reflecting coverage chronology. Other reference aids reproduce selected images in electronic form with accompanying cataloging.</p>	<p>PERMANENT. Cut off at end of the Presidential Administration; highlight assignment log entries corresponding to permanent coverages; immediately transfer with related prints and negatives to the National Archives in hard copy and, if available and feasible, in an electronic form compatible with National Archives systems. (NARA Job No. N1-207-97-6, item 70 (1) (b))</p>
(c)	<p>Portrait File. Contains color (majority) and black and white negatives, some with corresponding prints, of high-level HUD officials and other dignitaries. Arranged alphabetically by surname.</p>	<p>PERMANENT. Cut off at end of the Presidential Administration and immediately transfer to the National Archives with related reference aids. (NARA Job No. N1-207-97-6, item 70 (1) (c))</p>
(d)	<p>Routine Still Photographs of the Visual Arts Branch Photograph Library. Contains still photographs from the Central Assignment File, the Portrait File and other coverages relating to routine subjects, such as employee awards; retirement</p>	<p>Temporary. Use General Records Schedule 21, items 1, 2, 3, or 4.</p>

**RECORDS DISPOSITION SCHEDULE 3
ADMINISTRATIVE RECORDS**

**Item
No.**

Description of Records

Disposition

or promotion ceremonies;
holiday gatherings; workshops,
campaigns and promotions
common to most Federal
agencies; portraits of
personnel other than high
level officials or Principal
Staff.

- (2) **Still Photographs Not Maintained
by the Visual Arts Branch
Photograph Library.** Still photo-
graphs created or received and
maintained by program office
personnel at Headquarters or by
personnel at the State/Field
Offices, and not created or
maintained in the Visual Arts
Branch Photograph Library.
NOTE: Program Office Personnel
must provide proper captioning
and numbering.

- (a) **Historically Significant
Still Photographs.** Encom-
passes color and black and
white still photographic
prints, negatives, contact
sheets, slides, transparen-
cie, and filmstrips
relating to official
program functions; unique
regional HUD activities;
housing problems, issues,
trends and neighborhood
life in communities, and/or
the Secretary's or Secretary
Representative's mission
related activities along
with associated logs,
indexes or other reference
aids, including analog
or digital reproductions.

PERMANENT. Break
file every 4 years.
Transfer immediately
to National
Archives
after consultation
with the National
Archives's Still
Picture's Branch and

With the NARA
Regional Records Services
facility for photographs
in the field.
(NARA Job No.
26-207-97-6, item
70 (2) (a))

*change okay
as per attached
email.*

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
(b)	<p>Routine Still Photographs. Includes still photographic prints, negatives, contact sheets, slides, transparencies, and filmstrips (or copies of these images in analog or digital form) of routine award ceremonies, social events, and activities not related to HUD mission; official portraits of non-senior level HUD officials, personnel identification; internal personnel and administrative training filmstrips and slide programs that do not reflect HUD's mission; and duplicates exceeding preservation needs. Apply to Headquarters, State and Field Offices.</p>	<p>Temporary. Use General Records Schedule 21, items 1, 2, 3, or 4.</p>
Library Services		
71.	<p>Library Periodicals Control System. This ADP system provides a control of periodicals received by the HUD Library and produces a published list of such periodicals including the names and addresses of publishers and vendors. Another product of the system is a listing reflecting the disposition or filing location of the periodical within the Library, which is used as a directory for both filing and retrieving the materials.</p>	<p>Destroy 1 year after system is placed on inactive list. (NARA Job No. NCl-207-80-5, item 71a)</p>
	<p>a. Documentation files. Cover those records required for servicing machine-readable records--for converting them</p>	