

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

LEAVE BLANK (NARA use only)

JOB NUMBER 11-207-98-1

DATE RECEIVED 1-26-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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

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

2. MAJOR SUBDIVISION  
Office of Community Planning and Development

3. MINOR SUBDIVISION  
Office of Technical Assistance and Management

4. NAME OF PERSON WITH WHOM TO CONFER Marie Young	5. TELEPHONE (202) 708-0784
William Smith	(202) 708-1444

DATE ARCHIVIST OF THE UNITED STATES

**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 4 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 <u>1/15/98</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Johnny Hodge</i> Johnny Hodge	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records Disposition Schedule 60 New Communities Records</p> <p>The Department of Housing and Urban Development (HUD) is proposing to revise Item Numbers 4a, 4b, 5a, 5b, 6a, 6b, and 10a to HUD Records Disposition Schedule 60, "New Communities Records." New Communities is a defunct HUD program.</p> <p>This proposed revision will provide records disposition standards for hard copies of permanently valuable New Communities Records indicated above.</p> <p>See attached "Description of Records" and "Disposition" requested for disposition authority.</p> <p>Volume on hand: <u>Over 300</u> cubic feet</p> <p>Annual Accumulation: <u>NONE</u> cubic feet</p>	<p><i>John C. Barnett</i> Office of Technical Assistance and Management John C. Barnett</p> <p><i>Robert H. Martin</i> Office of the Inspector General Robert H. Martin</p> <p><i>Sinthea M. Kelly</i> Office of the General Counsel Sinthea M. Kelly</p>	

## BACKGROUND INFORMATION

The language in HUD's Schedule 60, Description of Records for Item Numbers 4 and 5 which reads "(15 cubic feet on hand; additional accumulation expected only if the program reopens in January 1978 as planned. A maximum of 5 new applications is anticipated in fiscal year 1978.)" and; Item Number 6 which reads "(104 cubic feet on hand; accumulates about 22 cubic feet per year.)" should be deleted. This language should be deleted because the New Communities Records that we have on hand are being processed/inventoried for shipment to the National Archives and Records Administration (NARA), New Communities is a closed program, and HUD does not anticipate any accumulation of records.

Item Numbers 4a, 5a, and 6a of this schedule are being modified to reflect the hard copies of New Communities records as permanently valuable. Therefore, the hard copies will be submitted to NARA upon approval of this schedule.

Item Numbers 4b, 5b, and 6b are being deleted because at the time the New Communities Program was in existence, HUD intended to microfilm records; however, the microfilming never took place.

In Item Number 10a, delete line 5 which reads "Congressional correspondence which is a part of the project files listed in items 4 and 6 are microfilmed with the file." This language in line 5 needs to be deleted because it relates to microfilmed records.

APPENDIX 60

RECORDS DISPOSITION SCHEDULE 60

NEW COMMUNITIES RECORDS

Item

No.

Description of Records

Disposition

4. Applications which do result in an executed Project Agreement between the new town developer and the Secretary of the Department. These files contain the information described in item 3 above.

a. Hard Copy.

PERMANENT. Transfer to the National Archives immediately upon approval of this schedule.

b. DELETE

DELETE

RECORDS DISPOSITION SCHEDULE 60

NEW COMMUNITIES RECORDS

5. Closing Documents. These files contain documents executed by the Secretary and the developer at the time of closing including a Project Agreement. Indenture of Mortgage and Deed of Trust and other related documents.

a. Hard Copy.

PERMANENT. Transfer to the National Archives immediately upon approval of this schedule.

b. DELETE

DELETE

6. Implementation Files. These files contain all correspondence, reports and studies received after execution of the Project Agreement necessary to monitor the developer's compliance with these agreements including amendments to development plans, financial reports, progress reports, marketing plans, cash flow analysis, grant activity reports and related staff analyses of these documents.

a. Hard Copy.

PERMANENT. Transfer to the National Archives immediately upon approval of this schedule.

b. DELETE

DELETE

APPENDIX 60

RECORDS DISPOSITION SCHEDULE 60

NEW COMMUNITIES RECORDS

10. Congressional correspondence. Consists of incoming and outgoing correspondence with members of Congress, their staff, or Congressional Committees and related backup material.

a. Concerning a specific project. Congressional correspondence concerning a specific project is filed with that project file (items 2, 3, 4, or 6).

Same as for the related project file in items 2, 3, 4, or 6 of this Schedule. (NARA Job NC1-207-79-2, item 10a)

## RECORDS DISPOSITION SCHEDULE 60

## NEW COMMUNITIES RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	the program reopens in January 1978 as planned. A maximum of 5 new applications is anticipated in fiscal year 1978.)	
a.	Hard Copy.	Destroy after film is checked and verified. (NARA Job NC1-207-79-2, item 4a)
b.	<del>Microfilm Jackets (original jacket and 1 diazo copy).</del>	PERMANENT. Retire to Federal Records Center after Secretary ceases to have any liability or interest in the project. Offer to National Archives 10 years after Secretary ceases to have any liability or interest in the project. (NARA Job NC1-207-79-2, item 4b)
5.	Closing Documents. These files contain documents executed by the Secretary and the developer at the time of closing including a Project Agreement, Indenture of Mortgage and Deed of Trust and other related documents. (15 cubic feet on hand; additional accumulation expected only if the program reopens in January 1978 as planned. A maximum of 5 new projects is anticipated in fiscal year 1978.)	
a.	Hard Copy.	Same as for item 4a above. (NARA Job NC1-207-79-2, item 5a)
b.	<del>Microfilm Jackets.</del>	Same as for item 4b above. (NARA Job NC1-207-79-2, item 5b)
6.	Implementation Files. These files contain all correspondence, reports and studies received after execution of the Project Agreement necessary to monitor the developer's compliance with these	

## RECORDS DISPOSITION SCHEDULE 60

## NEW COMMUNITIES RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	agreements including amendments to development plans, financial reports, progress reports, marketing plans, cash flow analysis, grant activity reports and related staff analyses of these documents. (104 cubic feet on hand; accumulates about 22 cubic feet per year.)	
	a. Hard Copy.	Same as for item 4a above. (NARA Job NC1-207-79-2, item 6a)
	b. <i>delete</i> Microfilm Jackets.	<i>delete</i> Same as for item 4b above. (NARA Job NC1-207-79-2, item 6b)
7.	New Community Development Corporation Board Books. These books contain Minutes of Board Meetings, Board Resolutions and reports submitted by the staff of the New Communities Administration recommending Board Action such as issuance of Debenture Guarantees, acquisition or disposition of a project or other major action regarding development of a new town. (5 cubic feet on hand; accumulates about 1 cubic foot per year.)	<u>PERMANENT</u> . Retire to Federal Records Center 10 years after date of Board meeting. Offer to National Archives 15 years after date of Board meeting. (NARA Job NC1-207-79-2, item 7)
8.	Record copies of policy statements and special studies related to new town development. These files are maintained by fiscal year. (2 cubic feet on hand; accumulates about 1/2 cubic foot per year.)	<u>PERMANENT</u> . Retire to Federal Records Center 5 years after end of fiscal year. Offer to National Archives 10 years after end of fiscal year. (NARA Job NC1-207-79-2, item 8)
9.	Record copies of internal operating procedures, regulations, delegations of authority, and documents relating to the development of legislative proposals. These files are maintained by fiscal year.	Destroy when 6 years old. (NARA Job NC1-207-79-2, item 9)

## RECORDS DISPOSITION SCHEDULE 60

## NEW COMMUNITIES RECORDS

Item No.	<u>Description of Records</u>	<u>Disposition</u>
10.	Congressional correspondence. Consists of incoming and outgoing correspondence with Congressmen, their staff, or Congressional Committees and related back-up material.	
a.	Concerning a specific project. Congressional correspondence concerning a specific project is filed with that project file (items 2, 3, 4, or 6). Congressional correspondence which is a part of the project files listed in items 4 and 6 are microfilmed with the file.	Same as for the related project file in items 2, 3, 4, or 6 of this Schedule. (NARA Job NC1-207-79-2, item 10a)
b.	Concerning the overall program. Congressional correspondence concerning the overall program is filed separately.	Destroy when 3 years old. (NARA Job NC1-207-79-2, item 10b)
11.	General administrative or housekeeping files (such as budget, personnel, travel) consisting of reference copies.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 11)
12.	Technical reference file. Nonrecord copies of laws, regulations, directives, delegations of authority, policy statements, publications and related material used for reference.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 12)
13.	New Community Simulation Models (NUCOMS) automated system (System No. 147).	
a.	Data on tapes of the automated system.	Destroy upon termination of the program. (NARA Job NC1-207-79-2, item 13a)
b.	Cash Flow Statement, also known as Cash Flow Analysis (computer printout).	

## RECORDS DISPOSITION SCHEDULE 60

## NEW COMMUNITIES RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(1) Copies filed in the related project files listed in items 3, 4, and 6 of this Schedule. Those printouts which are part of the project files listed in items 4 and 6 are microfilmed with the file.	Same as for the related project file in items 3, 4, or 6 of this Schedule. (NARA Job NC1-207-79-2, item 13b(1))
	(2) All other copies.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 13b(2))
c.	Risk Analysis Program (RAP) computer printouts.	Destroy when analysis complete. (NARA Job NC1-207-79-2, item 13c)
d.	Special Analysis Reports (computer printouts).	
	(1) Copies that become part of Board records in item 7 of this Schedule.	Same as for the Board records in item 7 of this Schedule. (NARA Job NC1-207-79-2, item 13d(1))
	(2) All other copies.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 13d(2))
e.	Annual Budget Control Documents (ABCD/(FRAM)) computer printouts, plus monthly updates. These printouts contain data only on approved projects.	
	(1) Copies filed in the related project files listed in items 4, 5, and 6 of this Schedule. These copies are microfilmed with the file.	Same as for the related project file in items 4, 5, or 6 of this Schedule. (NARA Job NC1-207-79-2, item 13e(1))
	(2) All other copies.	Destroy when 6 years and 3 months old. (NARA Job NC1-207-79-2, item 13e(2))