

NCD 23 Jan 81 124

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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JOB NO NCL-207-81-5	
DATE RECEIVED July 23, 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
WITHDRAWN	

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
 U.S. Dept. of Housing and Urban Development

2. MAJOR SUBDIVISION
 Assistant Secretary for Policy Development & Research

3. MINOR SUBDIVISION Office of Mgmt. & Program Control,
 Div. of Mgmt. & Adm. Services

4. NAME OF PERSON WITH WHOM TO CONFER
 Jacqueline D. Buford, Room 8224

5. TEL. EXT.
 755-5577

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 7/16/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	E. TITLE Departmental Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5. and 6.	<p>RECORDS DISPOSITION SCHEDULE 67</p> <p>POLICY DEVELOPMENT AND RESEARCH RECORDS</p> <p>This proposed change simply reflects the reality that, in many cases, certain machine-readable (i.e. ADP) records are produced in connection with Policy Development and Research (P D & R) projects, and that such records should be treated as part of the official project case files. Thus, the language in previously approved item 5 has been slightly revised, and item 6.g. has been added to the schedule.</p>	NCL-207-78-6	WITHDRAWN

RECORDS DISPOSITION SCHEDULE 67

POLICY DEVELOPMENT AND RESEARCH RECORDS

This Schedule provides disposition instructions for Headquarters and field office records produced in connection with activities conducted under Title V of the Housing and Urban Development Act of 1970 (Public Law 91-609, 84 Stat. 1784; 12 U.S.C. 1701z-1.)

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General Subject Files pertaining to the administration and management of all Policy Development and Research activities and programs. All Headquarters Office Files.	Break files annually. Destroy when 3 years old.
2.	Chronological files pertaining to all Policy Development and Research Activities and Programs.	Break files annually. Destroy when 3 years old.
3.	Reference copies of opinions, policy and procedural issuances, interpretations, informational releases and publications, and any related published materials.	Destroy when superseded or obsolete, or when no longer needed for administrative use.
4.	General subject files (facilitative and housekeeping records).	Destroy. Use applicable general records schedules.
*5.	Project case files, including related machine-readable (ADP) records reflecting a complete history of each project from initiation through research, development, design, testing, and demonstration.	Transfer to Federal Records Center 3 years after satisfactory close of project, or anytime after satisfactory close of project that volume warrants. Destroy 6 years after satisfactory close of project. *

RECORDS DISPOSITION SCHEDULE 67

POLICY DEVELOPMENT AND RESEARCH RECORDS

Item No.	<u>Description of Records</u>	<u>Disposition</u>
6.	Headquarters records relating to projects determined by the Assistant Secretary for Policy Development and Research or designee to have high research value consisting of the following types of records;	Offer to the National Archives when project is satisfactorily closed and records are no longer needed for administrative purposes.
	a. one copy of each publication including final reports, summaries, and brochures, produced by or submitted to HUD in order to fulfill contract requirements.	
	b. Newspaper clippings arranged chronologically or by subject and mounted in binders.	
	c. News releases, arranged chronologically.	
	d. Speeches of the Secretary, Assistant Secretary, or project director, arranged chronologically or by subject.	
	e. Slides, photographs, motion pictures and other audiovisual records which meet the criteria for permanent records in GRS 21, items 1a and 2a.	
	f. Plans, drawings, and other cartographic records which are maintained separately from the case files and which meet the criteria for permanent records in GRS 22.	
	* g. Statistical files in machine-readable form, plus that documentation (including file specifications, user guides, output specifications, and information retrieval routines) required for servicing the machine-readable records.	