U S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RAPID REPLY LETTER

SENDER: Separate last copy only. Send origin and 1 copy with carbon intact.
RECIPIENT: Please reply below. Keep origin and return the copy.

Subject: EXECUTIVE SECRETARIAT RECORDS

Date— (Original) 11/8/79

Date— (Reply)

TO: KEN FOUSEL

FROM: BOB DEVLIN

Message: I MET with ROBERTO LOPEZ & MARVIN GAITHER AT 9:30 this morning. I AM CONCERNED ABOU the DESTRUCTION OF the PAPER BEING FILMED, SIMPLY BECAUS. NARS decided (SOME TIME AGO) THAT SOME OF the SUBJECT FILES had PERMANENT VALUE. EXECUTIVE SEC. NEVER COORDINATED with US IN the destruction, & NEVER REVISED the SCHEDULE, BUT ARBITRARILY DECIDED TO DESTROY the paper. I RECOMMEND AN IMMEDIATE FREEZE ON the destruction OF the paper, UNTIL WE PREPARE A REVISED SCHEDULE & UNTIL WE GET A NARS OPINION ON the ARCHIVAL ACCEPTABILITY OF the MICROX PRODUCT.

Devlin
(Signature)

Reply:

Discussed this with Roberto and he provided the same info as above. He will comply with Bob D.'s instructions.

Lm Heykens

(Signature)

Previous Editions May be Used Until Exhausted

HUD-798 (8-75)

6 Jan 82 NN

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-207-82-4
DATE RECEIVED January 8, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
6-15-82 (Date) — Robert M. Warner, Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) U.S. Department of Housing & Urban Development

2 MAJOR SUBDIVISION Office of the Assistant Secretary for Administration

3 MINOR SUBDIVISION Executive Secretariat

4 NAME OF PERSON WITH WHOM TO CONFER Barbara A. Judd, Deputy Director Rm. 10139 — 5 TEL EXT 755-7654

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
11-30-81	Robert J. Devlin	Departmental Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	RECORDS DISPOSITION SCHEDULE 62 SECRETARY AND UNDER SECRETARY RECORDS This schedule provides revised records disposition standards for the records of the Secretary and the Under Secretary. At HUD, the Executive Secretariat serves as the central processing office for all correspondence and memoranda addressed to the Secretary and Under Secretary (see HUD Handbook 1150.1, pg. 1-2, dated 7/80--copy attached). This revision will supersede NARS Job No. NC-207-76-3. The Department is microfilming most of the documents covered by this schedule, and proposes to destroy the paper once the microforms have been checked and verified. This certifies that all microfilming will be done in accordance with the standards set forth in 41 CFR 101-11.506.* * See attached memo, NC to NN, 5/3/82, regarding use of micrographics. Microforms shall be physically inspected every two years in accordance with 41 CFR 101-11.507-2. MASS DATA CHANGE WILL BE FORWARDED WITH PRINTED CHANGE		6 items

115-107

Closed Out: 6-30-82 : K.T.
Copy to Agency, NNF & NNB

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

2225.6

RECORDS DISPOSITION SCHEDULE 62

SECRETARY AND UNDERSECRETARY RECORDS

Item No.	Description of Records	Disposition
1.	All subject files except those described under Item No. 2.	
	a. Records converted to microform.	a. Destroy after microform is checked and verified.
	b. Microforms (silver halide version and diazo duplicate). (less than 1 cf/yr)	b,c,d. Permanent. Retire to Federal Records Center 3 years after close of calendar year. Transfer to National Archives every 10 years. ~~after close of calendar year.~~ In 1986 offer 1966 to 1976 records to National Archives
	c. Records not filmed (prior to 3/79) (10 cf/yr)	
	d. Name Index file (blue copy) - prior to 3/79. (5 cf/yr)	
2.	Subject files consisting of emergency planning; travel and travel funds; employment, employee development and training, applicant's file, performance and promotion; complaints; protests; publications; autographs; biographies; photographs; news releases; office space and facilities; printing and reproduction; and procurement, property management and supply.	Destroy 3 years after close of calendar year.
3.	Chronological correspondence file consisting of copies of communications referred to other offices for direct reply, and copies of replies forwarded to the Secretary, Under Secretary, or the Executive Secretariat. Copies of replies are not provided in all cases.	
	a. Records converted to microform.	Destroy after microform is checked and verified.
	b. Microforms.	Retire to Federal Records Center 3 years after close of calendar year. Destroy 7 years after close of calendar year.

Changed per telecon w/ B. Devlin, 5/17/82 TWC

HUD-Wash., D. C.