

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-207-10-3</i>	
1 FROM (Agency or establishment) <b>U.S. Dept. of Housing and Urban Development</b>		Date Received <i>8/11/2011</i>	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Carmelita F Bridges</b>	5 TELEPHONE <b>202 402.7374</b>	DATE <i>10/17/2011</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6 AGENCY CERTIFICATION</b> 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 <u>1</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/15/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <b>Departmental Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3 62 a	See attached sheets Issuances and Directives (see attached)	NARA Job NC1-207-80-5, item 62 a	

## **Attachment to SF-115**

### **Description:**

#### **Item 3.62. Issuance and other Directives.**

Directive or guidance material issued by the Department, including the Field, to Departmental employees and program participants. Include Handbooks, Notices, and Special Issuances such as Staff Bulletins, Title I Letters, Mortgage Letters, Structural Engineering Bulletins, Materials Releases, Use of Materials Bulletins, and Land Planning Bulletins. Also include directives and guidance material issued by HUD's predecessor agencies. Do not include regulations and notices published in the Federal Register (see HUD Records Disposition Schedule 2) or general publications (see item 39 of this Schedule).

#### **Item 3.62.a. Issuance Case History Files.**

Case files on issuances prescribing administrative or programmatic policies, procedures, instructions or guidelines and issuances of an informational nature for special audiences. Include drafts showing the development of the material, clearance response records, notes on the development of the issuance, approval records, and the final printed version of the issuance. These case files are kept by the Departmental Directives Management Officer or designated Directive Management Liaison Officers for Headquarters and Field Program Offices.

### **Disposition:**

**PERMANENT.** Cut off when issuance or directive is closed, rescinded, superseded, or obsolete and place in inactive file. Retire inactive paper file to the records center and inactive electronic files to the National Archives 3 years after cutoff as specified in NARA standards applicable at the time of transfer. Transfer custody to the National Archives 15 years after cutoff