

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-207-90-002

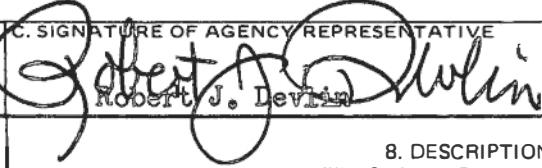
All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

All items are superseded by DAA-0207-2014-0002.

Date Reported: 07/18/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-207-90-02	
1. FROM (Agency or establishment) <u>Department of Housing and Urban Development</u> 2. MAJOR SUBDIVISION <u>Office of Inspector General</u> 3. MINOR SUBDIVISION		DATE RECEIVED 10-22-1990	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Robert J. Devlin		5. TELEPHONE EXT. 202/708-1891	DATE 10/31/90
6. CERTIFICATE OF AGENCY REPRESENTATIVE <p>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 <u>2</u> 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.</p> <p>A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.</p>			
B. DATE 10/18/90		C. SIGNATURE OF AGENCY REPRESENTATIVE  Robert J. Devlin	
D. TITLE Departmental Records Management Officer			
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> <u>Investigation Case Files.</u> a. Files are set up by constituent organization within the Department of HUD, type of violation, and by number in consecutive order of receipt. A typical file contains a summarization of the case, correspondence to and from other agencies, transcripts of testimonies by witnesses and interrogations by investigators, a final decision, etc. (1) Headquarters. a. Record copy of case files of historical value. Retire to Federal Records Center 2 years after case is closed. Transfer to National Archives in five-year blocks when 20 - 25 years old or sooner if negotiated between the National Archives and HUD. NOTE: Files of historic value will be selected by the HUD Office of Inspector General and will normally		
<i>Copies sent to agency, NNT, NCP 11/1/90</i>			

include files on all cases that:

- (i) attract national media attention;
- (ii) result in Congressional investigation; OR
- (iii) result in substantive changes to agency policies and procedures.

b. All other case files. Retire to Federal Records Center 2 years after case is closed. Destroy 10 years after case is closed.

c. ~~D1 Disposition Report Synopsis or brief report. Microfilm Disposition Report or brief of report 2 years after case file is closed. Refile hard copy in film after film is verified. Retain micro on site. Destroy 10 years after case is closed. (NARA Job NC1-207-85-1, Item 81a(1)(b))~~

(2) ~~Field Offices. Destroy 1 year after case is closed. (NARA Job NC1-207-85-1, Item 81a(1)(b))~~