

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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All items are superseded by DAA-0207-2014-0002.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-207-90-02	DATE RECEIVED 10-22-1990
1. FROM (Agency or establishment) Department of Housing and Urban Development		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. <i>CeeP</i>	
2. MAJOR SUBDIVISION Office of Inspector General			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Robert J. Devlin	5. TELEPHONE EXT. 202/708-1891	DATE 10/31/90	ARCHIVIST OF THE UNITED STATES <i>Claude J. Jenkins</i>
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; 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.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE 10/18/90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	D. TITLE Departmental Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION
	<p><u>Investigation Case Files.</u></p> <p>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.</p> <p>(1) Headquarters.</p> <p>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</p>	10. ACTION TAKEN (NARS USE ONLY)
<p><i>Copies sent to agency. NNT, NCF 11/7/90</i></p>		

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. 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))~~