

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Housing & Urban Development

2. MAJOR SUBDIVISION

Office of Secretary and Deputy Secretary (SA)

3. MINOR SUBDIVISION

Office of the Administrative Law Judges

4. NAME OF PERSON WITH WHOM TO CONFER

NAME OF PERSON WHO IS TO CONTACT (202) 708-1891
Marianne De Conti/Pauline Grant (202) 708-3750

6. AGENCY CERTIFICATION

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 _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 10/22/93	SIGNATURE OF AGENCY REPRESENTATIVE  Johnny Hodge	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records Disposition Schedule 2 - Legal Records</p> <p><u>Administrative adjudication case files.</u> Consists of files on cases docketed for hearing and resolution by the Office of Administrative Law Judges, and the Board of Contract Appeals. Includes ^{but is not limited to} cases under: Contract Appeals; HUD-IRS Administrative Offsets; Mortgagee Review Board; Fair Housing; Program Fraud; Debt Collection; Community Development Block Grant; Mobile Home Construction and Safety Standards; Interstate Land Sales; Debarment, Suspension and Ineligibility of Contractors and Grantees.</p> <p><u>DISPOSITION:</u> Close file after entry of final order or decision. Retire to Federal Records Center 2 years after entry of final order or decision, or when volume warrants. Destroy 8 years after entry of final order or decision. (NARA Job NC1-207-79-11, item 6a)</p> <p><u>Volume on hand:</u> 90 cu. ft.</p> <p><u>Annual Accumulation:</u> 30 cu. ft.</p> <p>See the attached list of Record Dispositions and Requested Disposition Authorities.</p>	<p>telecon with Catherine Paef 2/9/94 syler</p> <p><i>Alan W. Heifetz</i> 105-183 Office of the General Counsel,</p> <p><i>Alan W. Heifetz</i> 9/21/93 Chief Administrative Law Judge, SJ</p> <p><i>John D. Hart</i> 9/23/93 Office of the Inspector General</p> <p><i>John D. Hart</i> 4/21/97 Office of the Inspector General</p>	

2225.6 REV-1

APPENDIX 2

RECORDS DISPOSITION SCHEDULE 2

LEGAL RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
6.	Administrative adjudication case files. Consists of files on cases docketed for hearing and resolution by the Office of Administrative Law Judges and the Board of Contract Appeals. Includes cases under: Contract Appeals; HUD-IRS Administrative Offsets; Mortgagee Review Board; Fair Housing; Program Fraud; Debt Collection; Community Development Block Grant; Mobile Home Construction and Safety Standards; Interstate Land Sales; Debarment, Suspension and Ineligibility of Contractors and Grantees.	Close file after entry of final order or decision. Retire to Federal Records Center 2 years after entry of final order or decision, or when volume warrants. Destroy 8 years after entry of final order or decision. (NARA Job NCL-207-79-11, item 6a)
a.	Official administrative adjudication files kept by the Office of Administrative Law Judges and the Board of Contract Appeals. Each file contains all documents, exhibits, transcripts of hearings, decisions, orders and correspondence pertaining to each case from a charge, complaint or notice of appeal to final decision or order.	Destroy 6 years after entry of final order or decision. (NARA Job NCL-207-79-11, item 6b)
b.	Files kept by the Office of General Counsel on administrative adjudications. May include documents involving actions or decisions which led to a charge, complaint or appeal and hearing, as well as copies of documents in the official file (see item 6a of this Schedule).	

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b.	Files kept by the Office of General Counsel on administrative adjudications. May include documents involving actions or decisions which led to a charge, complaint or appeal and hearing, as well as copies of documents in the official file (see item 6a of this Schedule).	Destroy 6 years after entry of final order or decision. (NARA Job NCL-207-79-11, item 6b)