

**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 and Urban Development

2. MAJOR SUBDIVISION  
 Assistant Secretary for Public and Indian Housing (PIH)

3. MINOR SUBDIVISION  
 Office of Native American Programs (NAP)

4. NAME OF PERSON WITH WHOM TO CONFER  
 Robert G. Barth (PIF)  
 William Smith (OAMS)

5. TELEPHONE  
 (202) 755-0068 ext 188  
 (415) 436-8122  
 (202) 708-1444

**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 4 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12-13-95	Joyce C. Hamm	Chief, Records and Directives Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	HUD Records Disposition Schedule 35 Low Income Public Housing and Renewal Assistance: Program Records  The Department of Housing and Urban Development (HUD) is proposing to add the attached Item 76 to HUD Records Disposition Schedule 35, "Low Income Public Housing and Renewal Assistance: Program Records."  The proposed addition will provide records disposition standards for the Community Development Block Grant (CDBG) Indian Program System, System Code C01.  The C01 System is an applicant selection device and is not a financial system.  See the attached list of Records Descriptions and Requested Disposition Authorities.	Bruce A. Knott NAP Housing and Community Development Division Bruce A. Knott  Mildred B. Chance Administrative Services and Management Division Mildred B. Chance  W. Joy Herndon Office of the General Counsel W. Joy Herndon  Mary Dickens Office of the Inspector General Mary Dickens  Ted L. Key Office of Field Operations (PIF) Ted L. Key (202) 755-0066 X109	12/6/95 Date  12/6/95 Date  12/8/95 Date  12-6-95 Date  12/6/95 Date
	Volume On Hand: .5 reel Annual Accumulation: 1 reel		

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian Program System

SYSTEM CODE: C01

DESCRIPTION: The CDBG Indian Program System (C01 System) is a microcomputer system which functions as an applicant selection and program analysis device for Indian CDBG program funds, on a fiscal year basis. During applicant selection, Office of Native American Program staff members use the C01 System to score data input from applications submitted in competition for Indian CDBG program funds. This applicant selection process is explained in the Notice of Fund Availability (NOFA), published annually in the Federal Register. After applicants have been selected to receive Indian CDBG funding, C01 System data input are transferred to Public and Indian Housing (PIH) in HUD Headquarters for program analyses. The C01 System is not used for financial transactions.

Item No.	<u>Description of Records</u>	<u>Disposition</u>
76. a.	System documentation. Consists of an organized series of descriptive documents required to initiate develop, operate and maintain specific applications of automated data processing systems. Includes, but not limited to the completed: inventory listing of files being transferred with record count; records layout with data elements numbered; data elements dictionary; Privacy Act system notice covering the records when applicable; and the Technical Description for Transfer of Electronic Records to the National Archives (NA Form 14097) or its equivalent.	Dispose of after the system is replaced or deleted, whichever is sooner.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian  
Program System

SYSTEM CODE: C01

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(1)	System documentation updates. Replace or revise the previous system documentation used as master set.	Dispose of after the system is replaced or deleted, whichever is sooner.
(2)	System documentation replaced by updates.	Dispose of after related data files have been disposed.
(3)	System documentation final master set. No longer updated, being replaced, needed or used by HUD.	Dispose of after the system is replaced or deleted, whichever is sooner.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian Program System

SYSTEM CODE: C01

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
b.	Administrative correspondence.	
(1)	General correspondence from various tribes and other parties relating to Indian CDBG funds. This includes photocopies of NOFAs stocked for the year.	Dispose of after 1 year old.
(2)	Paper applications submitted to receive Indian CDBG funds.	Dispose after 5 years and 30 days after the date Indian CDBG funds have been awarded.
c.	Data Input.	
(1)	Office of Native American Program (ONAP) data input. Data from paper applications used for scoring and selecting applicants.	Verify and transfer 1 copy to HUD Headquarters annually (at the end of each calendar year) after selecting applicants. Delete after 3 years old.
(2)	Headquarters data files. Consist of data transferred to Headquarters from ONAP data input.	Break file annually (at the end of each calendar year) and delete when 1 year old.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian  
Program System

SYSTEM CODE: C01

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
d.	Output files. Consist of various hardcopy reports.	Dispose of when no longer needed.
e.	Software.	Dispose of when no longer needed.