

Attachment to SF-115
NARA Job No. N1-207-96-10

HUD RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

47. Records of Committees, Boards, Conferences, Task Forces and Special Initiatives.

- a. Record set of documentation relating to the establishment, organization, membership and termination of the committee, board, conference, task force or special initiative. Includes establishment proposals, approvals, charters, membership lists, and related documents. Kept by the Committee Management Officer in Headquarters or by the office serving as the office of record.

- (1) Inter-agency, advisory and international committees, boards, conferences, task forces and special initiatives where HUD is the sponsor or the secretariat.

Disposition: **Permanent.** Break file at end of calendar year in which the committee, board, conference, task force or special initiative is terminated. Retire to the Federal Record Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA Job NC1-207-80-5, item 47a(1)).

- (2) Internal, intra-agency committees, boards, conferences, task forces and special initiatives.

- (a) Records of internal HUD mission oriented intra-agency committees, boards, conferences, task forces and special initiatives.

Disposition: **Permanent.** Break files at end of calendar year in which the internal, intra-agency committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA Job No. N1-201-80-5, item 47a(2)).

- (b) Records of internal HUD non-mission orientated intra-agency committees, boards, conferences, task forces and special initiatives.

Disposition: **Temporary.** Break files at end of calendar year in which the internal, intra-agency committee, board, conference, task force and special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Destroy 3 years after file break. (Supersedes NARA Job No. N1-207-80-5, item 47a(2)).

- (3) Records on committees, boards, conferences, task forces and special initiatives that were proposed, but disapproved.

Disposition: **Temporary.** Break file at end of calendar year in which the committee, board, conference, task force or special initiative is disapproved. Destroy 3 years after file break. (Supersedes Job No. N1-207-80-5, item 47a(3)).

- b. Record set of documentation created by committees, boards, conferences, task forces and special initiatives. Includes agenda, minutes, special studies, final reports, project case files and related records documenting major activities and accomplishments. This is the designated official record set of the chairman, secretariat, recorder, or office of record.

- (1) Inter-Agency, advisory and international committees, boards, conferences, task forces and special initiatives where HUD is the sponsor or secretariat.

Disposition: **Permanent.** Break file at end of calendar year in which the committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA NC1-207-80-5, item 47b(1)).

- (2) Internal, intra-agency committees, boards, conferences, task forces and special initiatives.

- (a) Records of internal HUD mission oriented intra-agency committees, boards, conferences, task forces and special initiatives.

Disposition: **Permanent.** Break files at end of calendar year in which committee, board, conference, task force and special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA Job No. N1-207-80-5, item 47b(2)).

- (b) Records of internal HUD non-mission orientated intra-agency task forces, special project groups, committees, boards and conferences.

Disposition: **Temporary.** Break files at end of calendar year in which committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Destroy 3 years after file break. (Supersedes NARA Job No. N1-207-80-5, item 47b(2)).

Duplicative, fragmentary, non-record materials and items covered by the General Records Schedule may be disposed without further permission from the Department of Housing and Urban Development.