

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 8 Jun 79

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Office of Inspector General

3. MINOR SUBDIVISION

Records and Information Division

4. NAME OF PERSON WITH WHOM TO CONFER

George W. Pluta, Rm. 8266

5. TEL EXT

755-6401

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5/18/79	<i>[Signature]</i>	Departmental Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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RECORDS DISPOSITION SCHEDULE 8

AUDIT RECORDS

This request proposes a change in the disposition instruction for item 7, which pertains to "GAO Audit Report Files" (copy of item attached). HUD proposes to change the language of the disposition instruction so that it reads as follows:

7. "Transfer to Federal Records Center 5 years after all required actions have been taken. Destroy 8 years after all required actions have been taken."

NC-207-75-2
Item 7

[Signature: George W. Pluta]
Program Concurrence

[Signature: M. M. Blum]
Legal Concurrence

6-4-79
Date

6-4-79
Date

1 item

*sent to Agency & NWF
Annotated published schedule sent to NWA. 9-7-79 MRA*

Current Schedule (HUD)

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	<p>Cases selected should balance the successes and failures of the program or operation audited. There should be a judicious selection of big and small audits disclosing ordinary and extraordinary problems. Cases should also be chosen for the illustration of significant findings and their effect on policy.</p> <p>The cases are retired separately from other records (i.e., in separate boxes) and listed at the end of Standard Form 135, Records Transmittal and Receipt. They are to be offered to the National Archives 15 years after date of record.</p> <p>Item 6 is applicable only to the case files maintained in the Records and Information Division, Headquarters.</p>	
7.	<p><u>GAO Audit Report Files.</u> This file contains a copy of draft, letter and published GAO reports and inquiries and all material and correspondence relating to HUD's review, replies to and actions on GAO findings, and statements required by OMB Circular A-50.</p>	<p>PERMANENT. Transfer to Federal Records Center 5 years after all required actions have been taken. Offer to National Archives 15 years after date of record.</p>