

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Housing and Urban Development

2. MAJOR SUBDIVISION
Assistant Secretary for Administration

3. MINOR SUBDIVISION
Office of Management and Organization

4. NAME OF PERSON WITH WHOM TO CONFER
Russell F. Thompson

5. TEL. EXT.
138 55300

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| | | |
|---|---------|--|
| LEAVE BLANK | | RG 207 |
| DATE RECEIVED | JOB NO. | |
| 17 JUL 1973 | | 174-013 |
| NOTIFICATION TO AGENCY | | |
| <p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p> | | |
| 8-8-73 | Date | <i>James B. Rhodes</i> Archivist of the United States |

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

7-11-73

Schuyler H. Bayton

(Date)

(Signature of Agency Representative)

Director, Office of Management
and Organization

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| | <p><u>NEIGHBORHOOD FACILITIES GRANT PROGRAM</u></p> <p>Section 703 of the Housing and Urban Development Act of 1965, P. L. 89-17, 79 Stat. 451, 489; 42 U.S.C. 3101, authorizes grants to local public bodies or agencies to assist in financing specific projects for neighborhood facilities. Projects must provide a neighborhood facility that is necessary for carrying out a program of health, recreation, social or similar community services and activities needed in the neighborhood. Projects must be consistent with comprehensive planning for the development of the community. Priority consideration is given to neighborhood centers designed primarily to benefit members of low-income families or otherwise substantially further the objectives of a community action program approved under Title II of the Equal Opportunity Act of 1964.</p> <p>Federal assistance may not exceed two-thirds of project development cost, except for projects located in redevelopment areas designated under the Public Works and Economic Development Act of 1965, where three-fourth grants are authorized.</p> <p><u>Regional Office Files.</u> Except for the Denver Region, regions do not maintain case or project files. These files are maintained in the Area Offices which are under the jurisdiction of the Regional Offices. The Denver Region does not have Area Offices. The retention requirements specified for Area Offices case or project files also applies to these files maintained in the Denver Regional</p> | | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 1. | <p>Office.</p> <p>Application and grant files consisting of: applications and supporting documents; grant contracts with waivers or amendments; allocation orders; fund reservations; review reports and recommendations; requisitions; bid and contract documents; final completion and inspection reports; certificate of final completion; and final project cost, trip, relocation, and audit reports; and, related correspondence.</p> <p>Section 703(d) of the Housing and Urban Development Act of 1965 prohibits the conversion of a neighborhood facility to a use other than those proposed in the application, for twenty years after the grant, without approval of the Secretary. The records are retained 24 years to satisfy the statutory prohibition.</p> <p>Area Office and Central Office Files.</p> <p>Destroy 24 years after completion of project and satisfactory close of final audit.</p> | | |
| 2. | <p>Withdrawn, disapproved, and canceled applications.</p> <p>Area Office and Central Office Files.</p> <p>Destroy 4 years after withdrawal, disapproval or cancellation.</p> | | |
| 3. | <p>Project control record, consisting of individual application status record documenting action taken from application through project completion.</p> <p>Area Office Files.</p> <p><i>Permanent. *</i> Disposal not authorized. Place in inactive file after project completion and final audit. Send as a complete unit to Central Office for offer to National Archives, one year after liquidation of program.</p> | | |

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| 4. | <p>General Subject Files (Housekeeping Records) relating to budget, personnel, communications, fiscal, travel procurement, printing and duplicating.</p> <p>Area Office, Regional Office and Central Office Files.</p> <p>Destroy in accordance with applicable GSA General Records Schedules.</p> | | |
| 5. | <p>General Subject Files (Program Records) consisting of records documenting the Neighborhood Facilities Grant Program on legislation, legal opinions, operating policy statements, committee meetings and minutes, delegations, organization and functions, evaluation of program and reports.</p> <p>a. Central Office Files.</p> <p><i>Permanent*</i> Disposal not authorized. Offer National Archives one year after program is liquidated.</p> <p>b. Regional and Area Office Files.</p> <p>Destroy 4 years after files are closed.</p> | | |
| 6. | <p>Informational releases and publications consisting of press releases, speeches, publications, and Handbook issuances.</p> <p>a. Central Office Files.</p> <p>Retain one copy of each issuance for offer to National Archives.</p> <p>b. Other sets of files, including those in Regional offices and all subdivisions.</p> <p>Destroy when superseded or obsolete.</p> | | |

[Change authorized by Mr. Thompson 7/30/73. CSR]