

Request for Records Disposition Authority

Records Schedule Number **DAA-0196-2017-0001**
Schedule Status **Approved**

Agency or Establishment **Department of Housing and Urban Development**
Record Group / Scheduling Group **Records of the Public Housing Administration**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Public Housing Administration**
Minor Subdivision **Housing and Home Finance Agency**
Schedule Subject **Public Housing Administration**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0196-2017-0001

Sequence Number	
1	Fee Appraisals. Closed. A196-58-0331-HGB, Boxes 8-13 Disposition Authority Number: DAA-0196-2017-0001-0001
2	Staff Appraisals. Closed. A196-58-0331-HGBA, Boxes 14-16 Disposition Authority Number: DAA-0196-2017-0001-0002
3	Settlement Sheets. Closed. A196-58-0331-HGBB, Boxes 17-19 Disposition Authority Number: DAA-0196-2017-0001-0003
4	Land Files. Closed. A196-58-0331-0331-HGBC, Boxes 20-22 and A196-58-0331-H GBE, Box 23 Disposition Authority Number: DAA-0196-2017-0001-0004
5	Land Disposition Summaries. Closed A196-58-0331-HGBD, Boxes 24-25. Disposition Authority Number: DAA-0196-2017-0001-0005

Records Schedule Items

Sequence Number

1 **Fee Appraisals. Closed. A196-58-0331-HGB, Boxes 8-13**
 Disposition Authority Number **DAA-0196-2017-0001-0001**
Arranged alphabetically by State and thereunder by Town. These files consist of commercial fee appraisals of land and buildings built under the War Housing Program which were to be sold by the Disposition Section of Housing and Home Finance Agency. A typical file might include property valuations, descriptions of the property to be sold, photos of the property, photos of common wartime temporary housing types, floor plans, and elevations.
 Final Disposition **Permanent**
 Item Status **Active**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**
Disposition Instruction
 Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule.**
Additional Information
 What will be the date span of the initial transfer of records to the National Archives? **Unknown
1967 and prior**
 How frequently will your agency transfer these records to the National Archives? **Unknown
One time offer unless similar records as described here of the same time frame are located.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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2

Staff Appraisals. Closed. A196-58-0331-HGBA, Boxes 14-16

Disposition Authority Number **DAA-0196-2017-0001-0002**

Arranged alphabetically by State and thereunder by Town. These files consist of staff appraisals of land and buildings built under the War Housing Program that were to be sold by the Disposition Section of Housing and Home Finance Agency. A typical file might include property valuations, descriptions of the property to be sold, photos of the property, photos of common wartime temporary housing types, floor plans, and elevations.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of schedule.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
1967 and prior**

How frequently will your agency transfer these records to the National Archives? **Unknown
One time offer unless similar records as described here of the same time frame are located.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	3 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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3

Settlement Sheets. Closed. A196-58-0331-HGGB, Boxes 17-19

Disposition Authority Number **DAA-0196-2017-0001-0003**

Arranged alphabetically by State and thereunder by Town. These files consist of Closing Settlement Sheets for the sale of War Housing Project properties in Mobile, Alabama and West Palm Beach, Florida. These are financial forms related to the sale of properties and contain no information of historical value.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **DAA-GRS-2016-0011-0001**

Disposition Instruction

Retention Period **Destroy immediately after approval of schedule.**

Additional Information

GAO Approval **Not Required**

4

Land Files. Closed. A196-58-0331-0331-HGBC, Boxes 20-22 and A196-58-0331-HGBE, Box 23

Disposition Authority Number **DAA-0196-2017-0001-0004**

Arranged alphabetically by State and thereunder by Town. These files document land acquisition by the Public Housing Administration for use in War Housing Projects and preparations for the sale of these properties by the Disposition Section of the Housing and Home Finance Agency. A typical file might include administrative correspondence and reports, property deeds, plat maps, and facility drawings.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Transfer to the National Archives for Accessioning

Transfer to the National Archives immediately after approval of schedule.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

**Unknown
1967 and prior.**

How frequently will your agency transfer these records to the National Archives?

**Unknown
One time offer unless similar records as described here of the same time frame are located.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

5

Land Disposition Summaries. Closed A196-58-0331-HGBD, Boxes 24-25.

Disposition Authority Number **DAA-0196-2017-0001-0005**

Arranged alphabetically by State and thereunder by Project Title. Financial forms used by the Disposition Section to track summary data on property purchases and payments. These are financial forms related to the sale of properties and contain no information of historical value.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **DAA-GRS-2016-0011-0001**

Disposition Instruction	
Retention Period	Destroy immediately after approval of schedule.
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/06/2018	Certify	Christopher McLennon	Management Analyst	HQ - Field
06/05/2018	Submit for Concurrence	Janet Kennelly	Archives Specialist	National Archives and Records Administration - Records Management Services
06/14/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/14/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/15/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist