

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NI-196-89-2</i>	DATE RECEIVED <i>8-1-91</i>
1 FROM (Agency or establishment) DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION PUBLIC HOUSING ADMINISTRATION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  Carol L. Hutzell	5 TELEPHONE EXT 708-1891 <del>426-1891</del>	DATE <i>10/21/91</i>	ARCHIVIST OF THE UNITED STATES 
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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B DATE <i>7/25/91</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Jamie Bielot</i>	D TITLE Departmental Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Records covered under all items of this job found to be duplicative, fragmentary, non-record, or disposable under the GRS or an approved NARA job may be destroyed during archival processing without further notification to the agency.</p> <p>ORGANIZATIONAL CHARTS</p> <p>DESCRIPTION: Organizational charts of the PHA and predecessors, 1943-61. (WNRC Accession 196-57E0609, Box 51; WNRC Accession 196-67A1555, boxes 4(PT), 9(PT).)</p> <p>DISPOSITION: PERMANENT. Transfer to the National Archives immediately.</p> <p>Closed Series. Vol: 1.5 cu. ft.</p>		
2.	<p>GENERAL RECORDS OF THE PHA</p> <p>DESCRIPTION: Series including but not limited to: General Counsel and Comptroller General's memoranda; letters to Local Public Agencies; transmittals to Field staffs of PHA and LPA's; Statistical reports compiled in the central office; "Book" memoranda (numbered memoranda signed by the Administrator or his deputies and sent to regional offices of the PHA; lists of LPA's, regular recipients of manuals, publications, etc.; and miscellaneous issuances and reports not covered elsewhere in</p>		

*copies sent to agency, NIT-W, NIT-NEF 10/9/91*

this schedule, 1942-68. (WNRC Accession 196-57E0609, Boxes 24, 43(PT), 59, 64(PT), 116(PT); WNRC Accession 196-64A0390, Boxes 8(PT), 13(PT), 14, 30(PT), 32(PT); WNRC Accession 196-67A1555 Boxes 5(PT), 6(PT), 7(PT); WNRC Accession 196-69A3873, Boxes 5(PT), 6(PT), 7(PT), 10(PT); WNRC Accession 196-69A4062, Boxes 11(PT), 14(PT), 16(PT), 18(PT), WNRC Accession 196-70A0207, Boxes 9, 11(PT).)

Closed Series. Vol: Approx 15 cu. ft.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

### PHA CIRCULARS

3  
DESCRIPTION: Circulars issued from PHA Central Office, specifying practices for LHA and regional office reporting and accounting procedures, 1941-68. (WNRC Accession 196-57C0609, Box 8; WNRC Accession 196-57E0609, Boxes 18-20, 23, 96(PT), 116(PT); WNRC Accession 196-64A0390, Boxes 30(PT), 31, 32(PT), 33- 34; WNRC Accession 196-67A1555, Boxes 1-3; WNRC Accession 196-67A2120, Boxes 1-3; WNRC Accession 196-69B3098, Box 1; WNRC Accession 196-69A3873, Boxes 4, 5(PT); WNRC Accession 196-69A4062, Boxes 15(PT), 19-21; WNRC Accession 196-70A0207, Boxes 5-8, 10; WNRC Accession 196-73B0007, Boxes 4, 12.)

Closed Series. Vol: 32 cu. ft.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

### MANUALS

4  
DESCRIPTION: Manuals of various programs of the PHA and predecessor agencies, including Headquarters, Regional, Policy and Procedural, Low Rent Housing, and Local Housing Authority Manuals, 1942-68. (WNRC Accession 196-57E0609 Boxes 25-50, 52-58, 61- 94; WNRC Accession 196-64A0390, Boxes 1-13, 15-23; WNRC Accession 196-65A1006, Boxes 11-12; WNRC Accession 196-67A1555, Boxes 5-8, 11; WNRC Accession 196-67A1998, Box 1; WNRC Accession 196-69A3873, Boxes 5, 8-9; WNRC Accession 196-69A4062, Boxes 1-11, 13(PT), 16(PT), 17(PT).)

Closed Series. Vol: Approx 107 cu. ft.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

### LOW RENT HOUSING BULLETINS

5  
DESCRIPTION: Bulletins issued by the PHA Central Office to Local

Housing Authorities, specifying procedures and practices for program development and management, 1943-68. (WNRC Accession 196-57E0609, Boxes 58(PT), 60, 96(PT); WNRC Accession 196-65A1006, Box 8, 13-14; WNRC Accession 196-67A1555, Box 8(PT); WNRC Accession 196-69A4062, Box 10(PT); WNRC Accession 196-71A1036, Boxes 1-4; WNRC Accession 196-71A1038, Box 1.)

Closed Series. Vol: 10 cu. ft.

DISPOSITION: PERMANENT. Transfer to the National Archives immediately.

## 6 PHA FORMS

DESCRIPTION: Government forms created by PHA, its predecessors and successors, 1938-67. (WNRC Accession 196-57E0609, Boxes 21-22, 95, 96(PT), 97(PT), 98-115, 116(PT); WNRC Accession 196-64A0390, Boxes 24(PT), 25-29; WNRC Accession 196-65A1006, Boxes 7(PT), 15-16; WNRC Accession 196-67A1555, Box 7(PT); WNRC Accession 196-69A3873, Boxes 1-2, 3(PT), 6(PT); WNRC Accession 196-69A4062, Boxes 12, 13(PT), 21(PT); WNRC Accession 196-70A0207, Boxes 1-4.)

Closed Series. Vol: 42 cu. ft.

DISPOSITION: TEMPORARY. Destroy immediately.

## 7 MANAGEMENT IMPROVEMENT PROJECTS

DESCRIPTION: Management Improvement Project files, 1950-60. (WNRC Accession 196-67A1555, Boxes 6(PT), 9(PT) and 10.)

Closed Series. Vol: 2 cu. ft.

DISPOSITION: TEMPORARY. Destroy immediately.

## 8 MISCELLANEOUS RECORDS RELATING TO PURELY ADMINISTRATIVE TASKS

DESCRIPTION: Copies of manuals, circulars and publications created by other agencies of the government besides PHA, its predecessors or successors; and correspondence relating to purely internal administrative tasks such as budget preparation, publication costs and the like, 1953-68. (WNRC Accession 196-196-57E0609, Box 64(PT); WNRC Accession 196-196-64A0390, Box 30(PT); WNRC Accession 196-196-67A1555, Box 5(PT); WNRC Accession 196-196-69A3873, Box 6(PT); WNRC Accession 196-196-69A4062, Boxes 10(PT), 14(PT), 16(PT), 18(PT); WNRC Accession 196-196-70A0207, Boxes 9, 11(PT),

Closed Series. Vol: Approx 3 cu. ft.

DISPOSITION: TEMPORARY. Destroy immediately.