

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Housing and Urban Development

2. MAJOR SUBDIVISION  
Public Housing Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-196-96-/

DATE RECEIVED  
7/15/96

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

9-16-96 *John W. Cal*

**6. 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 on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 7-11-96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joyce C. Hamm</i>	TITLE <i>Chief, Records and Directives Branch, OAMS</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>Public Housing Administration</b></p> <p>Unscheduled records of the Public Housing Administration, Deputy Commissioner and the Assistant Commissioner, located at the Washington National Records Center (WNRC). WNRC Accession #196-65A-297, boxes 4-12.</p> <p>Record descriptions and requested disposition instructions are contained on the attached list.</p>	<p><i>Mary Dick</i> 7-10-96 Office of the Inspector General</p> <p><i>W. Jay Reardon</i> 7/10/96 Office of the General Counsel</p>	

Unscheduled records of the Public Housing Administration located at the Washington National Records Center. WNRC accession #196-65A-297, boxes 4-12.

The Public Housing Administration (PHA) is a successor agency to the United States Housing Authority (USHA) established in the Department of the Interior to administer the United States Housing Act of 1937 (50 Stat. 888). The USHA, which was headed by an Administrator, was transferred under section 304 of Reorganization Plan 1 of 1939 (53 Stat. 1427) on July 1, 1939, from the Department of the Interior to the newly-created Federal Works Agency. Under Executive Order 9070 of February 24, 1942, the Authority was transferred from the Federal Works Agency to the newly-created National Housing Agency; its name was changed to the Federal Public Housing Authority; and the name of its head was changed from Administrator to Commissioner.

Under the President's Reorganization Plan 3 of 1947 (61 Stat. 954), the National Housing Agency became the Housing and Home Finance Agency (HHFA) on July 27, 1947. At this point, the Authority was redesignated the Public Housing Administration. The purpose of the HHFA was to provide a single permanent agency responsible for the principal housing programs and functions of the Federal Government. The HHFA was abolished and its functions transferred to the Housing Assistance Administration of the newly-established Department of Housing and Urban Development by the act of September 9, 1965 (79 Stat. 667), effective on November 11, 1965.

During the date span of these records, the HHFA consisted of the Office of the Administrator (including FNMA), the Home Loan Bank Board, the Federal Housing Administration, the National Housing Council, and the Public Housing Administration. The PHA was specifically tasked with the administration of low-rent housing projects in regions across the country headquartered in Atlanta, Chicago, Fort Worth, New York, Puerto Rico, San Francisco, and Washington.

## RECORDS OF THE PUBLIC HOUSING ADMINISTRATION

### 1. Deputy Commissioner's Files

#### a. Administrative Files, 1953-1960

##### (1). Records covered by GRS schedules

Budget preparation, personnel forms and related records, GAO audit reports, trip reports, travel expense reports, and drafts of manuals. Volume: approximately 6 c.ft. Boxes 4 (partial), 5 (partial), 6, 7, 8 (partial), 9 (partial), 10, and 11. Accession #196-65A-297.

**Temporary:** Destroy boxes 4, 6-8, 10 and 11 upon approval of the schedule. Destroy portions of boxes 5 and 9 during archival processing.

##### (2). Other administrative files

Memos, meeting minutes, and reports of various administrative units. Volume: approximately .75 c.ft. Boxes 4 (partial) and 9 (partial).

**Temporary:** Destroy box 4 upon approval of the schedule. Destroy portions of box 9 during archival processing.

b. Correspondence Files

(1). To/from PHA and HHFA Administrator, 1953-1960

File copies of correspondence between the Commissioner and the HHFA Administrator. Volume: approximately .25 c.ft. Box 4 (partial). Accession # 196-65A-297.

**Temporary:** Destroy upon approval of the schedule.

(2). Regional Directors correspondence, 1957-1959

Minutes of Regional Directors meetings, reports, memoranda between the regions and the Deputy Director. Volume: approximately .5 c.ft. Box 5 (partial). Accession #196-65A-297. Arrangement: Meeting minutes arranged chronologically. All other records arranged alphabetically by region; thereunder, chronologically.

**Permanent:** Transfer to the National Archives upon approval of the schedule.

(3). Congressional correspondence, 1954-1959

Memoranda and memoranda of conversations. Volume: approximately .125 c.ft. Box 8 (partial). Accession #196-65A-297.

**Temporary:** Destroy upon approval of schedule.

(4). NAHRO correspondence, 1954-1960

Correspondence and reports of various committees of the National Association of Housing and Redevelopment Officials. Volume: approximately .5 c.ft. Box 9 (partial). Accession #196-65A-297. Arrangement: By committee; thereunder, chronologically.

**Permanent:** Transfer to the National Archives upon approval of the schedule.

(5). Alphabetical Correspondence File, 1954-1960

Internal and external correspondence, and news clippings. Volume: Approximately .5 c.ft. Box 8 (partial). Accession #196-65A-297.

**Temporary:** Destroy upon approval of schedule.

c. General File

Inspection report by independent contractor, correspondence and related records. Volume: approximately .33 c.ft. Box 9 (partial). Accession #197-65A-297.

**Temporary:** Destroy during archival processing.

2. Assistant Commissioner's Files

a. Bound and unbound desk calendars covering the period 1935-1953

Bound for 1935-1937, and unbound for 1938-1953. Recording appointments, lunch dates, and phone calls. Volume: approximately .75 c.ft. Box 12 (partial).

Accession #197-65A-297.

**Temporary:** Destroy during archival processing.

- b. Loose-leaf diary notes covering the period 1938-1942  
Loose-leaf sheets with notes taken following appointments. Volume:  
approximately .25 c.ft. Box 12 (partial). Accession #196-65A-297. Arrangement:  
Chronological.

**Permanent:** Transfer to National Archives upon approval of the  
schedule.