

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-196-97-2	
1. FROM (Agency or establishment) Department of Housing and Urban Development		DATE RECEIVED 9/22/97	
2. MAJOR SUBDIVISION Public Housing Administration		NOTIFICATION TO AGENCY In accordance with the provision of 44 U.S.C. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Johnny Hodge	5. TELEPHONE (202) 708-1891	DATE 1-21-98	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
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 on the attached <u>4</u> 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, [X] is not required; [] is attached; or [] has been requested.			
DATE 9/9/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Johnny Hodge</i> Johnny Hodge	TITLE Departmental Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p style="text-align: center;">Public Housing Administration Public Affairs Branch</p> <p>Records of the Public Affairs Branch, c. 1937-1964, located at the Washington National Records Center (WNRC). WNRC Accession #196-65A-719, Boxes 4-10 and WNRC Accession #196-67A-265, Boxes 1-2</p> <p>Press Releases and Bulletins, 1941-1942 and 1960-1964</p> <p>a. Public Housing Association Press Releases, 1960-1964 WNRC Acc. 196-65A719, box 6 (partial) and box 10 (partial). One each of official PHA press releases. Arranged chronologically with partial gaps. Volume: c. 3 inches</p> <p><u>Disposition: Permanent.</u> Transfer to the National Archives and Records Administration upon approval of this schedule.</p> <p>b. Federal Public Housing Authority Bulletins, c. 1942 WNRC Acc. 196-65A719, box 9 (partial). One each of official PHA bulletins. Arranged chronologically. Volume: c. 1 inch</p> <p><u>Disposition: Permanent.</u> Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		<p><i>Mary E. Dittus</i> Office of the Inspector General</p> <p><i>Thomas R. Hask</i> Office of the General Counsel</p>

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1.	<p>c. United States Housing Authority Press Releases, c. 1941 WNRC Acc. 196-65A719, box 9 (partial). Two binders of USHA press releases, January - November 1941. Arranged chronologically. Volume: 1.5 inches.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		
2.	<p>PHA 25th Anniversary Files, 1962 WNRC Acc. 196-65A719, box 8 (partial) and WNRC Acc. 196-67A265, box 1. Correspondence, reports, speeches, photographs, memoranda, booklets, press releases and related records documenting 25 years of PHA history and PHA 25th Anniversary celebrations. Arranged by subject. Volume c.1.1 cubic feet.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		
3.	<p>Speeches, c. 1963-1964 WNRC Acc. 196-65A719, box 10 (partial) and WNRC Acc. 196-67A265, box 2 (partial). Copies of speeches given by the PHA Commissioner and other PHA officials. Arranged chronologically. Volume c. 1 inch</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		
4.	<p>Commissioner Correspondence, c. 1962-1965 WNRC Acc. 196-67A265, box 2 (partial). Correspondence (incoming and outgoing), memoranda and desk memoranda of PHA Commissioner Marie C. McGuire. Arranged chronologically. Volume c. .5 cubic feet.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		
5.	<p>Publications, c. 1937-1964 WNRC Acc. 196-65A719, box 6 (partial), box 7 (partial), and box 10 (partial). Publications produced by PHA and its predecessors documenting various aspects of U.S. housing programs. Unarranged. Volume c. .5 cubic feet.</p> <p>Disposition: Permanent. Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		

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6.	<p>Subject Files, c. 1947-1964 WNRC Acc. 196-65A719, box 5 (partial), box 6 (partial), box 7 (partial), box 9 (partial) and box 10 (partial).</p> <p>a. Program Subject Files Subject files providing substantive documentation of U.S. housing programs and the PHA. See attached list. Arranged by subject. Volume c. 1 inch</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives and Records Administration upon approval of this schedule.</p> <p>b. Administrative Subject Files Subject files providing no substantive documentation of U.S. housing programs and the PHA. This item includes files of blank forms, drafts of press releases, duplicate carbon copies, drafts of Commissioner McGuire's biography and 3 folders of "Program Reservations." Unarranged. Volume c. .25 cubic feet.</p> <p><u>Disposition:</u> TEMPORARY. Remove and destroy during archival processing.</p>		
7.	<p>Press Clippings, c. 1958 - 1962 WNRC Acc. 196-65A719, box 4 (partial), box 6 (partial), box 8 (partial), and box 9 (partial).</p> <p>a. Press Clippings arranged by topic. Press clipping files arranged by topic. Volume c. 3 inches.</p> <p><u>Disposition:</u> Permanent. Transfer to the National Archives and Records Administration upon approval of this schedule.</p> <p>b. Chronological Press Clipping Files Press clippings arranged chronologically in binders under Acco fasteners and loose press clippings not arranged by topic. Volume c. .25 cubic feet.</p> <p><u>Disposition:</u> TEMPORARY. Remove and destroy during archival processing.</p>		
8.	<p>Annual Reports from Local Housing Authorities, c. 1954-57 WNRC Acc. 196-65A719, box 8 (partial) and box 9 (partial). Annual reports from local housing authorities. Unarranged. Volume c. .75 cubic feet</p>		

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9.	<p><u>Disposition: Permanent.</u> Transfer to the National Archives and Records Administration upon approval of this schedule.</p> <p>Commissioner McGuire's Biography, c. 1961 WNRC Acc. 196-65A719, box 7 (partial) and WNRC Acc. 196-67A265, box 2 (partial).</p> <p>a. Record copy of Biography of Commissioner McGuire. Volume c. - 1 inch.</p> <p><u>Disposition: Permanent.</u> Transfer to the National Archives and Records Administration upon approval of this schedule. (Duplicates and drafts may be destroyed during archival processing).</p> <p>b. Drafts and Duplicate Copies Volume c. 3 inches</p> <p><u>Disposition: TEMPORARY.</u> Remove and destroy during archival processing.</p>		
10.	<p>Statistics Branch Files, 1963-1964 WNRC Acc. 196-67A265, box 2 (partial). Correspondence, reports, memoranda, publications and related records produced by the Statistics Branch and retained in the Public Affairs Branch for reference. Arranged chronologically. Volume c. 2 inches.</p> <p><u>Disposition: Permanent.</u> Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		
11.	<p>Children in Public Housing File, c. 1961 WNRC Acc. 196-65A719, box 5 (partial). Correspondence, memoranda, photographs, pamphlets and related material gathered for a proposed publication on Children in Public Housing. Arranged by city. Volume: c. .5 cubic feet.</p> <p><u>Disposition: Permanent.</u> Transfer to the National Archives and Records Administration upon approval of this schedule.</p>		
12.	<p>Reading Files, 1962- 1963 WNRC Acc. 196-65A719, box 4 (partial). Tissue copies of outgoing correspondence, memoranda, press releases, and trip itineraries, December 1962-January 31, 1963. Arranged chronologically. Volume: c. 3 inches.</p>		

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13.	<p><u>Disposition:</u> TEMPORARY. Remove and destroy during archival processing.</p> <p>Public Affairs Liaison Files, 1962 WNRC Acc. 196-67A265, box 2 (partial). Correspondence, memoranda and replies to routine requests for information. Arranged chronologically. Volume: c. 1 inch.</p> <p><u>Disposition:</u> TEMPORARY. Remove and destroy during archival processing.</p>		
14.	<p>Staff Meeting Files, c. 1962 WNRC Acc. 196-67A265, box 2 (partial). Memoranda, notes and other related material pertaining to staff work assignments.</p> <p><u>Disposition:</u> TEMPORARY. Remove and destroy during archival processing.</p>		

Attachment to SF 115 for N1-196-97-2

6a. Program Subject Files

Subject files providing substantive documentation of U.S. housing programs and the PHA:

Project Services
War Housing
Commissioner's Statement Before the Taft Committee
Pilot Study
Shopping Centers
Quotations and Endorsements
Public Relations of Local Housing Authorities
National Housing Conference
Affect of Housing on Adjacent Property
Baltimore Plan
Bay City, Michigan
Community Facilities
Feature Stories
Flint Michigan Home Show
Joint Housing Committee Reports
Exhibits
Chicago Housing Authority
Elderly
Design
Poverty
GAO Reports
Indians
Women
Briefing
NCHA
PHA Organization
Congress & Exec.
Mutuals
National Conference on Family Life
National Conference on Juvenile Delinquency, 1947