

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rev No 24 Nov 84

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Housing and Urban Development
2. MAJOR SUBDIVISION Office of the Assistant Secretary
for Administration
3. MINOR SUBDIVISION
Office Systems and Records Management Branch
4. NAME OF PERSON WITH WHOM TO CONFER
Robert J. Devlin
5. TEL EXT.
755-5200

LEAVE BLANK	
JOB NO	
NCL-196-81-1	
DATE RECEIVED	
December 3, 1980	
NOTIFICATION TO AGENCY	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-8-81	<i>Edward Wheeler</i>
Date	acting 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 ~~26~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/21/80	<i>Robert J. Devlin</i>	Departmental Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">RECORDS OF THE PUBLIC HOUSING ADMINISTRATION</p> <p align="center">WNRC ACCESSION NUMBER 51-A15</p> <p>This request for immediate disposal covers various fragmentary series of Public Housing Administration records from the period 1913-1950. Further identification is provided on the thirteen (13) attached GSA Form 439s, Report of Disposition of Records. These largely unorganized and undescribed records evidently were transferred to the Federal Records Center system in 1951, without benefit of adequate box lists. Administrative/intellectual control over these records was evidently quite primitive. Departmental folklore holds that these records were relocated several times before they finally came to rest in the Federal Records Center system, that in the process many of them were spilled and re-packed in no discernible order, and that much of the original order (which evidently was rather primitive to begin with) was lost.</p> <p>This request covers ^{1,012} approximately 793 cubic feet of unnecessary records. <i>418</i></p>		

Approval per Helton w/ Bob Devlin 8-17-81 RJC

PER APPRAISAL, DHUD has agreed to divide this accession into permanent & disposable categories. See p. 1A. Closed Out: 9-11-81. Copy to NCA, NNT, NAF, NNB & Agency

Request for Records Disposition Authority - Continuation

JOB NO
NC1-196-81-1PAGE OF
1A

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	WNRC Accession No. 196-51A15 (1012 cu. ft.) Blueprints and Tracings of Federal Housing Projects. 1933-47. 56 cu. ft. PERMANENT. Offer to National Archives immediately.		
2	Plan File Record Cards. 1933-45. 1½ cu. ft. 5"x8" cards, possibly used as an index to the blueprints and tracings included in item 1 above. PERMANENT. Offer to National Archives immediately.		
3	All Other Records of 196-51A15. 1913-50. 954½ cu. ft. DESTROY immediately.		

51-115

MINOR SUBDIVISION

July 1961

Alex., 3328-3329 Top
25 unnumbered boxes

RECURSIVE DATES

CURRENT REFERENCE PL. BASIS

1946 and prior

NO YES (Explain on reverse)

BRIEF DESCRIPTION OF RECORDS

FSA regional and community managers files - various fragmentary series of tenant and client loan file folders and other file series of regional offices, including Westmoreland Homesteads - Penn. (2 boxes); Granger Homesteads - Iowa (1 box); Duluth Homesteads - Minn. (2 boxes); Jersey Homesteads (2 boxes); Ironwood Homesteads - Mich. (4 boxes); Red House Farms, W.Va. (2 boxes); Sunset Heights - Penn. (1 box); Greendale - Wis. (1 box); Arthurdate, W.Va. (3 boxes); Cahaba Project - Ala. (2 boxes); Gardendale - Ala. (1 box); Greenbelt - Md. (1 box); and other projects in Tenn., W.Va., and Cal. (3 boxes)

AUTHORIZATION FOR DISPOSITION

GRS

*Land Acquisition
Disposal not approved*

METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

WBG 5/61

DISPOSITION APPROVED BY (Agency)

DATE

DISPOSITION ACCOMPLISHED BY (Officer)

DATE

Public Housing Admin.

1 (b) MAJOR SUBDIVISION

(c) MINOR SUBDIVISION

8 INCLUSIVE DATE:

1945 - 1946

10 BRIEF DESCRIPTION OF RECORDS

July 1961

9 CURRENT REFERENCE REQUESTED

11 EXPANSION REQUESTED

196

25

51-A15

Alex., 3328

boxes 279-303

Foreign Shelter Division copies of contract files of the temporary housing under the Foreign Shelter Program - British and French contracts, and related correspondence (essentially duplicated in the Fiscal Branch file of these contracts under FRC Accession 54-A88)

11 AUTHORIZATION FOR DISPOSITION

GR Schedules

disposal not approved

12. METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

WBG 5/61

13 DISPOSITION APPROVED BY (Agency)

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

GSA FORM 439
May 1956

*Duplicated from HMF
1764-*

Public Housing Adminis.

MAJOR SUBDIVISION

MINOR SUBDIVISION

INCLUSIVE DATES

1940 and prior

BRIEF DESCRIPTION OF RECORDS

SCHEDULED DISPOSITION

Retain

CURRENT REFERENCE REQUESTS

NO YES (Explain on reverse)

RECORD GROUP NO. VOLUME NO.

196

15

ACCESSION NO.

DISPOSITION
JGA NO.

51-115

FPC CONTAINER NOS.

Alex., 3330

15 boxes not numbered

Land Title Files

P.W.A. Real estate files - preliminary title reports, certificates of title from attorney, appraisal reports

AUTHORIZATION FOR DISPOSITION

II-NNA-89

tain indefinitely

METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

WBG 5/61

DISPOSITION APPROVED BY (Agency)

DATE

DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

39

GSA FORM 439
May 1956

Duplicated for H H F A
1-16-64

1 (a) RECORDS OF
Public Housing Adminis.
1 (b) MAJOR SUBDIVISION
Administration
1 (c) MINOR SUBDIVISION

2 SCHEDULED DISPOSITION

3 RECORD GROUP NO. 196
4 DISPOSITION JOB NO. 26
5 ACCESSION NO. 51-115
6 FRC CONTAINER NOS.

8 INCLUSIVE DATES
1942 - 1948

Pending
9 CURRENT REFERENCE REQUESTS?
 NO YES (Explain on reverse)

Alex., 3326
Boxes 1583-1608

10 BRIEF DESCRIPTION OF RECORDS

PHA Releases and Manuals

Executive orders, commissioner's orders, general correspondence, comprising work and reference files of Administrative Planning Section and including administrative issuances revision file.

NA. ... for ...

11. AUTHORIZATION FOR DISPOSITION

II-NNA-294

WBG 5/61

disposal not authorized

12. METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO _____
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

13. DISPOSITION APPROVED BY (Agency)

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

16

GSA FORM 43
May 1956

Duplicated for HHFA

1-16-64

1. RECORDS
Public Housing Admin.
(b) MAJOR SUBDIVISION
Legal Functions
(c) MINOR SUBDIVISION

2. SCHEDULED DISPOSITION

3. RECORD GROUP NO. 4. VOLUME NO.
196 15
5. ACCESSION NO. 6. DISPOSITION JOB NO.
51-115
7. IBC CONTAINER NOS.

Alex., 3325, Boxes C-2454-
C-2455-1, 3-5, C-2456-1-8,
C-2457-1-2

8. INCLUSIVE DATES

1935 - 1940

9. CURRENT REFERENCE REQUESTS

NO YES (Explain on reverse)

10. BRIEF DESCRIPTION OF RECORDS

Legal Division

Bond resolutions, correspondence, guarantees, maintenance bonds (stock copies)

11. AUTHORIZATION FOR DISPOSITION

*Disposal sat.
authorized*

WBG 5/61

12. METHOD OF DISPOSITION

- BURNING
 TRANSFERRED TO _____
 SALE AS WASTEPAPER
 OTHER (Explain on reverse)

13. DISPOSITION APPROVED BY (Agency)

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

14

GSA FORM 439
May 1956

*Duplicated for HHFA
1-16-64*

51-A15
CONTAINER NOS

DISPOSITION
JOB NO

MINOR SUBDIVISION

Pending

Alec., 3C 118

size boxes 1-4

INCLUSIVE DATES

CURRENT REFERENCE REQUESTS

1945 and prior
BRIEF DESCRIPTION OF RECORDS

NO YES (Explain on reverse)

Plan File Record Cards, 5 x 8, covering detail project plans (blueprints) received into the Central Office under various programs of PHA and predecessors, generally arranged by location and number of project.

AUTHORIZATION FOR DISPOSITION

METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

3/5/61

DISPOSITION APPROVED BY (Agency)

DATE

DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

No sample

1. RECORDS

2. SCHEDULED DISPOSITION

3. YEAR

Public Housing Adminis.
GENERAL MAJOR SUBDIVISION

196

4. ACCESSION NO.

51-A15

5. ETC CONTAINER NOS.

Alex., 3328
Box 736

Mortgage Servicing Functions
GENERAL MAJOR SUBDIVISION

6. INCLUSIVE DATES

Pending

7. CURRENT REFERENCE REQUESTED

1913 - 1936

NO

YES

(Explain on reverse)

8. BRIEF DESCRIPTION OF RECORDS

Mortgage Notes (Recorded) - Mortgage releases

9. AUTHORIZATION FOR DISPOSITION

Approval not approved

10. METHOD OF DISPOSITION

BURNING

TRANSFERRED TO

SALE AS WASTEPAPER

OTHER (Explain on reverse)

WBG 5/61

11. DISPOSITION APPROVED BY (Agency)

DATE

12. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

2

GSA FORM 43
May 1956

*Duplicated for HHFA
1-16-64*

Public Housing Adminis.
1 (b) MAJOR SUBDIVISION
Administrative Planning
1 (c) MINOR SUBDIVISION

8 INCLUSIVE DATES
1949 and prior
10 BRIEF DESCRIPTION OF RECORDS

Retain
9 CURRENT REFERENCE REQUESTS?
 NO YES (Explain on reverse)

196 34
5 ACCESSION NO 6 DISPOSITION JOB NO.
51-115
7 PRE-CONTAINER NOS
Alex., 3326, Boxes 4358-4389, 5289-5290

See note on leaf

Administrative Planning Files

Obsolete forms and releases (Central Office)
Manuals, handbooks, releases for Federal Register, Commissioner's Orders, circulars, bulletins, correspondence

NA

11. AUTHORIZATION FOR DISPOSITION

II-NNA-294, indefinite retention
NA to view these records)

12. METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

WBG 5/61

13 DISPOSITION APPROVED BY (Agency)

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

(34)

GSA FORM 439.
May 1956

Duplicated for H H F B
1-16-64

Public Housing Adminis.
116 NAME OF AGENCY

2 SCHEDULED DISPOSITION

3 RECORD GROUP NO. 196
4 BOX NUMBER 304
5 ACCESSION NO.

6 PROJECT NUMBER
51-A15

7 MINOR SUBDIVISION

Pending

Alex., 3327
Boxes 948-1309
Row 3325 Boxes C-2125-3

8 INCLUSIVE DATES

9 CURRENT REFERENCE REQUESTS?

ca. 1934 - 1942

NO YES (Explain on reverse)

10 BRIEF DESCRIPTION OF RECORDS

Real Estate: Copies of weekly reports and options, preliminary plats, appraisals, valuation certificates, and related correspondence of the Land Division and other offices including copies of Purchase Orders (boxes 967-974), and real estate confidential folders (boxes 1081-1309 and C-2125-3 to 4 of Land Section Review Reports in Row 3325)

11 AUTHORIZATION FOR DISPOSITION

Disposal not approved

12 METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

WBG 5/61

13 DISPOSITION APPROVED BY (Agency)

DATE

14 DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

GSA FORM 43
May 1956

*Duplicated for H H F A
1-16-64*

Public Housing Admin
1 (b) MAJOR SUBDIVISION

1 (c) MINOR SUBDIVISION

8 INCLUSIVE DATES
1943 - 1948

10 BRIEF DESCRIPTION OF RECORDS

2 SCHEDULED DISPOSITION

July 1961

9 CURRENT REFERENCE REQUESTS?

NO YES Explain on reverse

11 RECORD GROUP NO. 196
3 ACCESSION NO. 133
4 DISPOSITION JOB NO.
5 EFC CONTAINER NOS. 51-A15

Alex., 3329
Boxes 1110-1242

Old fiscal files - fragmentary series, variously 1943-1948: Miscellaneous obligation workfile papers, tenant account cards, reports, and workpapers, misc. conversion reports and workpapers, certificates of purpose reflecting retirement of temporary loan notes, copies of loan agreements, and various allotment ledger posting media (Boxes 1110-1242)

11. AUTHORIZATION FOR DISPOSITION

GRS 7 + DHA Schedule II - NNA-3051

Retain: contains annual contribution contracts

WBG 5/61

12. METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

13 DISPOSITION APPROVED BY (Agency)

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

19

GSA FORM 439
May 1956

196

84

(b) MAJOR SUBDIVISION

(c) MINOR SUBDIVISION

8 INCLUSIVE DATES

1947 and prior

10 BRIEF DESCRIPTION OF RECORDS

Pending
9 CURRENT REFERENCE REQUESTS?

NO YES (Explain on reverse)

ACCESSION NO.

51-115

7 PRC CONTAINER NOS.

Franklin St. 120/13 - 27
Bundles

Blueprints and Tracings - Central Office copies, general, PWA and War Housing and other programs.

11. AUTHORIZATION FOR DISPOSITION

12. METHOD OF DISPOSITION

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

13. DISPOSITION APPROVED BY (Agency) *W. 5/61*

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS *No sample*

GSA FORM 439a
May 1956

Public Housing Adminis.
Liquidated Emergency Housing

War Housing Program
1942 - 1950

January 1962
CURRENT REFERENCE REQUESTS

196
51-115
Alex., 3329
Boxes 1-82

Project Disposition Docket Files

Correspondence on land acquisition, disposition action form, report on completion of disposition of project

11. AUTHORIZATION FOR DISPOSITION II-NNA-668 11 year retention (note by agency Jan. 1961 "Records cannot be destroyed at this time" WBG 5/61	12. METHOD OF DISPOSITION <input type="checkbox"/> BURNING <input type="checkbox"/> TRANSFERRED TO <input type="checkbox"/> SALE AS WASTEPAPER <input type="checkbox"/> OTHER (Explain on reverse)		
13. DISPOSITION APPROVED BY (Agency)	DATE	14. DISPOSITION ACCOMPLISHED BY (Center)	DATE

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

29

GSA FORM 439a
May 1956

Note: Request for disposal of the above records was refused and returned to the FRC-

CO
4-23-64

Public Housing Adminis.
(b) MAJOR SUBDIVISION

(c) MINOR SUBDIVISION

INCLUSIVE DATES

1938 - 1942

BRIEF DESCRIPTION OF RECORDS

Pending

CURRENT REFERENCE REQUESTS

NO YES (Explain on reverse)

1967

ACCESSION NO.

80

DEPARTMENT OF HOUSING
JOB NO.

51-A15

CONTAINER NOS.

Alex., 3328

Boxes 868-947

USHA Land Review Division's Real Estate Settlement files, including copies of Form USHA-325, Land Summary, Form FPHA-349, Real Estate Settlement Record, and some statistical compilations, related correspondence, and workpapers

11. AUTHORIZATION FOR DISPOSITION

12. METHOD OF DISPOSITION

Land Summary must be returned

WBG 5/61

DISPOSITION APPROVED BY (Agency)

DATE

14. DISPOSITION ACCOMPLISHED BY (Center)

DATE

- BURNING
- TRANSFERRED TO
- SALE AS WASTEPAPER
- OTHER (Explain on reverse)

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

REPORT OF
DISPOSITION OF RECORDS

27

GSA FORM 439a
May 1956

Duplicated for HAF-A

1-16-64