

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 196 **2 ITEMS**

LEAVE BLANK	
DATE RECEIVED <b>MAY 9 - 1973</b>	JOB NO NN-173-246
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-16-73 Date	<i>James B. Rhoads</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of Housing & Urban Development

2 MAJOR SUBDIVISION  
Assistant Secretary for Administration

3 MINOR SUBDIVISION  
Office of Management and Organization

4 NAME OF PERSON WITH WHOM TO CONFER  
Russell F. Thompson

5 TEL EXT  
138 X 55300

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5-7-73 (Date) *Edward H. Bayne* (Signature of Agency Representative) Director (Title)  
Office of Management & Organization

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>RECORDS OF THE PUBLIC HOUSING ADMINISTRATION AND ITS SUCCESSORS - RECORD GROUP 196</p> <p>Correspondence files of the Low Rent Public Housing Branch (FTEL), Architectural &amp; Engineering Division, Office of Technical &amp; Credit Standards, Housing Production &amp; Mortgage Credit - Federal Housing Administration (HPMC-FHA), HUD. Function transferred to field offices and Branch abolished 30 April 1972. The field offices maintain their own records and have either originals or duplicates of the records proposed for immediate destruction on this request. The Central Office series are no longer used or needed.</p> <p><i>see column 10 5/14</i></p> <p>Currently required to be retained until six years after final settlement of the construction contract under schedule II-NNA-3051 (PHA 2662), item 18, but having no further practical utility to the Department. Field Office series will be retained under that schedule and are sufficient for all administrative, legal and fiscal purposes.</p>		
1.	Project Correspondence Files, 1958-1972. 125 feet.  DESTROY UPON APPROVAL OF REQUEST.		
2.	Subject/Reference Correspondence Files, 1958-1972. 15 feet.  DESTROY UPON APPROVAL OF REQUEST.		