

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-207.00-1</i>	
1. FROM (Agency or establishment) Department of Housing and Urban Development		DATE RECEIVED <i>11.23.99</i>	
2. MAJOR SUBDIVISION Office of Community Planning and Development (CPD)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Technical Assistance and Management			
4. NAME OF PERSON WITH WHOM TO CONFER Pauline Grant Marie Young, RMLLO, CPD	5. TELEPHONE (202) 708-1891 (202) 708-0784	DATE <i>3-1-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 for disposal on the attached _____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9-21-99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Smoot</i> Brenda Smoot	TITLE Acting, Departmental Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	HUD RECORDS DISPOSITION SCHEDULE 69 Community Planning and Development - Title V Records The purpose of Title V is to provide suitable Federal properties categorized as unutilized, underutilized, excess, or surplus for use to assist the homeless. The program provides no funding, and the properties are made available on an "as is" basis. Properties are leased without charge, although the homeless organization must pay for operating and repair costs. The Department of Health and Human Services handles the application portion of the program. Properties can be made available to states, units of local government and non-profit organizations. In addition, the properties can be used to provide shelter, services, storage or other benefits to the homeless. DESCRIPTION OF RECORDS: Inactive Federal Surplus Property Files. These files consist of determination forms, Federal Property Information Checklist records for each property and related documents, letters, correspondence and memoranda.	<i>Marie Young 9-17-99</i> Office of Community Planning and Development <i>May Dickson 9-17-99</i> Office of the Inspector General <i>Patricia A. Mack</i> Office of the General Counsel <i>B. Stephens</i>	

cc: Agency NWMD, AR for destruction

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Community Planning and Development - Title V Records

~~DISPOSITION: Retire to the Federal Records Center one (1) year after
close of project. Destroy 5 years after close of project.~~

VOLUME ON HAND: 7 cubic feet; NO FURTHER ACCUMULATION ANTICIPATED

HUD RECORDS DISPOSITION SCHEDULE 69
Community Planning and Development
Title V Records

1. **Inactive Federal Surplus Property Files**, 1988 to Present. Contains determination forms; redevelopment plans; Federal Property Information Checklist records for each property and related documents; correspondence, letters, and memoranda; and related materials. Arranged alphabetically by name of State, thereunder by suitability determination (suitable or unsuitable).

Disposition: **Temporary.** Cut off at end of calendar year in which property determination is finalized. Retire to Records Center 1 year after cutoff. Destroy 5 years after cutoff.

2. **Electronic Copies.** Electronic version of records created by the electronic mail and/or word processing applications.

Disposition: **Temporary.** Delete when file copy is generated or when no longer needed for reference or updating.

VOLUME ON HAND: 7 cubic feet; No further accumulation is anticipated.