REQUEST FOR RECORD'S DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only) JOB NUMBER	
(See Instructions on reverse)		2-3
<sup>TO:</sup> NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)	71-207-02-3 DATE RECEIVED	
WASHINGTON, DC 20408 1. FROM (Agency or establishment)	10-22-2001	
Department of Housing and Urban Development	NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION	In accordance with the provisions of 44 U.S.C. 3303a the disposition request,	
Fair Housing and Equal Opportunity (FHEO)	including amendments, is approved except for items that may be marked "disposition	
3. MINOR SUBDIVISION Fair Housing Initiative/Assistance Support Div	not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE	DATE ABCAIVIST OF THE	UNITED STATES
Ronald Holloway, RMLO, FHEO (202) 708-0614 x Pauline Grant, Mgmt. Analyst (202) 708-0614 x	12974-3 07 John .	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 of this agency or will not be needed after the retention periods spectrum.	ge(s) are not now needed for cified; and that written concu	the business
the General Accounting Office, under the provisions of Title 8 of the	ne GAO Manual for Guidance	ce of Federal
Agencies,		
is not required; is attached; or	has been requested.	
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE		
Brenda Smoot Departmental Records Officer		
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
RECORDS DISPOSITION SCHEDULE 50		
FAIR HOUSING AND EQUAL OPPORTUNITY (FHEO)		10-19-01
FAIR HOUSING FHIP/FHAP SUPPORT DIVISION	Built gg	2 Jan O
The Department of Housing and Urban Develop	nentFair Housing and	Equal
(HUD) is proposing to add items 9, 10, and	11, Opportunity (F	
Office of Fair Housing Initiative and Assist Support records to Schedule 50, Fair Housing		1 1
and Equal Opportunity.	Jantes Kells	1 10/18/01
The proposed new items will provide disposit	General Cou	dsel (GC)
instructions and Description of Records for		
FHIP/FHAP records. These files are not used		4////
for or needed for financial matters related to HUD activities, therefore, General Account	nting Inspector G	01/1/01
Office (GAO) concurrence is not required.		
See the attached Decariptions of Percende and		
See the attached Descriptions of Records and Disposition instructions for the Office of		
FHIP/FHAP records for your approval.		
ce: herenen, nR, numb, numu	,	
<u>(l'. 116-lucy; NR, Nil'MD, Nil'Mil</u> 115-109 NSN 7540-00-634-4064	STANDARD FORM 1	15 (REV. 3-91)

•

# 2225.6 REV-1 CHG-51 **APPENDIX 50**

of calendar year in which

grant is closed. Retire to

records center 1 year after

cutoff. Destroy 6 years

9.a.1))

9.a.3))

after cutoff. (NARA Job No. N1-207-02-3, item

Temporary. Cut off at end

of calendar year in which

grant is closed. Retire to

cutoff. Destroy 3 years

after cutoff. (NARA Job No. N1-207-02-3, item

records center 1 year after

# **RECORDS DISPOSITION SCHEDULE 50**

### FAIR HOUSING AND EQUAL OPPORTUNITY

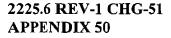
Item

#### No. **Description of Record**

**Disposition** 

#### 9 **Fair Housing Initiatives Program Records** (FHIP)

- a. Grant Application Files
  - 1) Successful Applications. Contains origi- Temporary. Cut off at end nal application, proposed payment schedules, statement of work, ratings, and related correspondence. Arranged numerically. Dates: 1999 to present. Estimated annual volume: 11 cubic feet.
  - 2) Unsuccessful Applications. Contains original application, proposed payment schedules, statement of work, ratings, and related correspondence. Arranged numerically. Dates: 1999 to present. Estimated annual volume: 22 cubic feet.
  - 9.a.2)) 3) Record Copy Grant Case File. Contains Temporary. Cut off at end of calendar year in which copies of successful applications, payment schedules, periodic progress grant is closed. Retire to reports, correspondence and other related records center 1 year after materials. Arranged Dates: 1999 cutoff. Destroy 6 years to present. Estimated annual volume: after cutoff. (NARA Job No. N1-207-02-3, item cubic feet.
    - 5



# **RECORDS DISPOSITION SCHEDULE 50**

# FAIR HOUSING AND EQUAL OPPORTUNTY

#### Item No. **Description of Record**

#### Disposition

9. b. Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule (FHIP Successful and Unsuccessful Grant Applications, FHIP Grant Case Files, FHAP Agreement Files, and FHAP Certification Files).

> 1) Copies that have no further administrative **Temporary**. Delete within 180 days after the recordvalue after the recordkeeping copy is made. Includes copies maintained by individuals keeping copy has been in personal files, personal electronic mail produced. (NARA Job No. directories, or other personal directories N1-207-02-3, item 9b1.) on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

2) Copies used for the dissemination, revision, or updating is complete.

Temporary. Delete when dissemination, revision, or updating is complete. (NARA Job No. N1-207-02-3, item 9b2.)

### 10 Reserved