

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Housing and Urban Development

2. MAJOR SUBDIVISION
Fair Housing and Equal Opportunity (FHEO)

3. MINOR SUBDIVISION
Fair Housing Initiative/Assistance Support Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ronald Holloway, RMLO, FHEO
Pauline Grant, Mgmt. Analyst

5. TELEPHONE
(202) 708-0614 x6940
(202) 708-0614 x7297

LEAVE BLANK (NARA use only)

JOB NUMBER
71-207-02-3

DATE RECEIVED
10-22-2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
940
297-3-02

ARCHIVIST OF THE UNITED STATES
John W. 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(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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
	Brenda Smoot	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>RECORDS DISPOSITION SCHEDULE 50</p> <p>FAIR HOUSING AND EQUAL OPPORTUNITY (FHEO)</p> <p>FAIR HOUSING FHIP/FHAP SUPPORT DIVISION</p> <p>The Department of Housing and Urban Development (HUD) is proposing to add items 9, 10, and 11, Office of Fair Housing Initiative and Assistance Support records to Schedule 50, Fair Housing and Equal Opportunity.</p> <p>The proposed new items will provide disposition instructions and Description of Records for FHIP/FHAP records. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office (GAO) concurrence is not required.</p> <p>See the attached Descriptions of Records and Disposition instructions for the Office of FHIP/FHAP records for your approval.</p> <p><i>cc: Agency, NR, NWMD, NWMU</i></p>		<p><i>10-18-01</i></p> <p><i>Burdette S. Bradford</i> Fair Housing and Equal Opportunity (FHEO)</p> <p><i>Synthia Kelly 10/18/01</i> General Counsel (GC)</p> <p><i>Clarence Brantley 10/17/01</i> Inspector General (IG)</p>

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

RECORDS DISPOSITION SCHEDULE 50

FAIR HOUSING AND EQUAL OPPORTUNITY

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

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 original application, proposed payment schedules, statement of work, ratings, and related correspondence. Arranged numerically. Dates: 1999 to present. Estimated annual volume: 11 cubic feet.	Temporary. Cut off at end of calendar year in which grant is closed. Retire to records center 1 year after cutoff. Destroy 6 years after cutoff. (NARA Job No. N1-207-02-X, item X.)
	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.	Temporary. Cut off at end of calendar year in which grant is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (GRS 3/13)
	3) Record Copy Grant Case File. Contains copies of successful applications, payment schedules, periodic progress reports, correspondence and other related materials. Arranged Dates: 19__ to present. Estimated annual volume: cubic feet.	Temporary. Cut off at end of calendar year in which grant is closed. Retire to records center 1 year after cutoff. Destroy 6 years after cutoff. (NARA Job No. N1-207-02-X, item X)

RECORDS DISPOSITION SCHEDULE 50
FAIR HOUSING AND EQUAL OPPORTUNITY

Item No.	Description of Record	Disposition
10	Fair Housing Assistance Program Records (FHAP)	
	a. State Agency Agreement Files. Contains original agreements between HUD and State agencies that are certified to conduct Fair Housing complaint investigations.	Temporary. Cut off at end of calendar year in which agreement terminates. Retire to records center 1 year after cutoff. Destroy 6 years after cutoff. (Supercedes NARA Job No. NC1-207-76-2, item 7).
	b. Agency Certification Files. Consists of case files for each State agency certified to conduct Fair Housing complaint investigations. Contains evaluations of State fair housing laws for equivalency with Federal laws. Includes correspondence such as letters, memoranda, and copies of electronic messages, copies of the State laws, equivalency evaluation, certification approvals, and copies of the agreements.	Temporary. Cut off at end of calendar year in which agreement terminates. Retire to records center 1 year after cutoff. Destroy 6 years after cutoff. (Supercedes NARA Job NC1-207-76-2, item 7).
11	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 State Agency Agreements, and FHAP Certification Files).	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Temporary. Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-02-X)

RECORDS DISPOSITION SCHEDULE 50

FAIR HOUSING AND EQUAL OPPORTUNITY

Item No.	Description of Record	Disposition
	b. 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-X)