

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number  
*NI-207-08-2*

Date Received  
*6/24/08*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
*2/6/09*

Archivist of the United States  
*Adrienne Thomas*

To **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1 From (Agency or establishment)  
**Department of Housing & Urban Development**

2 Major Subdivision  
**Assistant Secretary for Housing**

3 Minor Subdivision  
**Office of Evaluation**

4 Name of Person with whom to confer  
**Pauline Grant, Mgmt. Analyst**

5 Telephone (include area code)  
**(202) 402-7297**

**David Middaugh**  
**(202) 402-7548**

**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

is not required       is attached       has been requested

Signature of Agency Representative  
*Brenda D. Smart*

Title  
*Acting*  
**Departmental Records Officer**

Date (mm/dd/yyyy)  
*6/19/2008*

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p><b>RECORDS DISPOSITION SCHEDULE 9</b></p> <p><b>ASSISTANT SECRETARY FOR HOUSING</b></p> <p><b>OFFICE OF EVALUATION</b></p> <p>The Department of Housing &amp; Urban Development, (HUD) is submitting this updated record schedule of the Office of Evaluation in Housing.</p> <p>The proposed descriptions and dispositions of Schedule 9, Office of Evaluation will provide descriptions and dispositions for the Office of Evaluation in Housing.</p> <p>See the attached descriptions and dispositions for the Office of Evaluation in Housing.</p>		<p><i>Dale A. Williams</i> <i>6/19/08</i> <b>Office of Housing</b></p> <p><del><i>[Signature]</i></del> <i>6/20/08</i> <b>Office of General Counsel, (OGC)</b></p> <p><i>[Signature]</i> <i>6/20/08</i> <b>Office of Inspector General, (OIG)</b></p>

**RECORDS DISPOSITION SCHEDULE 9**

**OFFICE OF EVALUATION RECORDS**

This schedule covers records accumulating in Headquarters relating to the Office of Evaluation. These records were formerly scheduled under Research and Statistics Records Appendix 9, 2225.6 REV-1 and Records Control Schedule FHA-9 Research and Statistics Records.

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	<b>Policy Records</b> Files include economic and statistical justifications for budget submissions, recommendations and reports to the Assistant Secretary for Housing/FHA Commissioner, which deal with programmatic issues or policy recommendations with major national impact, recommendations and reports to the Assistant Secretary-Commissioner and other data reflecting administrative operational problems on a policy level.	<b>Temporary.</b> Cut off files every calendar year. Maintain records in office for four years. Transfer to Federal Records Center when five years old. Destroy 10 years after cutoff
2.	<b>Reference Files</b> Files include work papers needed by the Director, Office of Evaluation Includes charts, tables, supporting data, general reference materials on housing conditions, and status of studies in process.	<b>Temporary.</b> Cut off files every calendar year. Maintain records in office for four years. Transfer to Federal Records Center when five years old. Destroy 10 years after cutoff. (Nara Job NN-167-78, item 2)
3.	<b>Completed Major Studies</b> Files include completed major studies and statistical studies relative to the conception of the Federal Housing Administration, annual reports to Congress, annual actuarial reviews, program evaluation, research studies, and other studies and reports	<b>Permanent.</b> Cut off files every calendar year. Maintain in office for five years. Transfer to Federal Records Center for five years Transfer to NARA when records are 10 years old.
4.	<b>RESERVED.</b>	

**5. Statistical Reports**

a. Background materials used for creation of in-house and published reports.

**Temporary.** Cut off files at end of fiscal year. Destroy three years after cutoff

b. Final Reports. These reports include FHA and HUD Annual Reports, FHA Homes, FHA Trends, and operational Reports on FHA applications, insurance, claim and termination activities Also includes monthly and annual reports on FHA home characteristics; default and foreclosure reports by office and state; reports by metropolitan areas, and Consolidated Single Family Statistical, f42 and CHUMS F17 reports.

**Permanent.** Retain final reports in office for four years. Transfer to Federal Records Center in two-year blocks. Transfer to NARA when records are 10 years old.

**6. General Correspondence**

Files include day-to-day correspondence of the office.

**Temporary.** Cut off each calendar year. Maintain in office for three years. Destroy three years after cutoff. (NARA job NN-167-78, item 4)