

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-207-86-1	DATE RECEIVED
1 FROM (Agency or establishment) U.S. Dept. of Housing and Urban Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Solar Energy and Energy Conservation Bank		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Suzanne B. Valenzuela, Room 7110	5 TELEPHONE EXT 755-7166	DATE 5-6-86	ARCHIVIST OF THE UNITED STATES <i>James S. Burke</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary *10/3/85*

B DATE 10/1/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Perkins</i>	D TITLE Departmental Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>RECORDS DISPOSITION SCHEDULE 30</p> <p>SOLAR ENERGY AND ENERGY CONSERVATION RECORDS</p> <p>This new HUD schedule provides comprehensive disposition standards for records generated by the Solar Energy and Energy Conservation Bank. While items 3 and 4 cross reference HUD Schedule 3, and items 5 and 6 cross reference General Records Schedules, items 1, 2 and 7 cover key program records.</p> <p>The Bank provides loan subsidies and matching grants for low and moderate income individuals to purchase energy conservation and solar energy improvements. It operates through States in providing financial assistance to consumers for solar and energy conservation improvements. Eligible consumers apply through a designated State agency which in turn draws funds from the Bank through the Treasury Financial Communication System (TFCS).</p> <p>Applicants for financial assistance must generally fall below 150 percent of the median income for the area in which the building is located. Applicants at 80 percent or less of the median area income are eligible for matching grants.</p> <p>Legal Authority: Title V, Energy Security Act of 1980 (12 USC 3601 et seq.).</p> <p>OCT 1 1985 <i>Perkins</i> Program Concurrence/Date</p> <p>OCT 2 1985 <i>Perkins</i> Legal Concurrence/Date</p>		3 items



RECORDS DISPOSITION SCHEDULE 30

SOLAR ENERGY AND ENERGY CONSERVATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Subject files.	Break files annually. Destroy 3 years after files break.
2.	Chronological or reading files.	Break files annually. Destroy 3 years after files break.
3.	Budget files. Record copy of feeder budget estimates and justifications.	Use HUD Records Disposition Schedule 3, Administrative Records, item 24.b.
4.	Committee, board, and conference records.	Use HUD Records Disposition Schedule 3, Administrative Records, items 47.a.(1) and 47.b.(1).
5.	Daily activities files.	Use General Records Schedule 23, item 2.
6.	Financial accounting records-Accountable Officers' Files.	Use General Records Schedule 6, item 1.
7.	State/Territorial Files, containing original cooperative agreements, amendments, and related correspondence, proposals, audits, and reports.	Place in inactive file upon closing of pertinent State/Territorial File. Retire to Federal Records Center 1 year after file is closed, or when volume warrants. Destroy 6 years after file is closed.