



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	NI-207-89-1
1 FROM <i>(Agency or establishment)</i> U.S. Dept. of Housing & Urban Development		DATE RECEIVED	10/17/88
2 MAJOR SUBDIVISION Assistant Secretary for Administration		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Productivity and Management Improvements		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Candis B. Harrison Room 2130	5 TELEPHONE EXT 755-3847	DATE 2/8/89	ARCHIVIST OF THE UNITED STATES 
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

B DATE 10/12/88	C SIGNATURE OF AGENCY REPRESENTATIVE  Robert J. Devlin	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
9.	Add item 9.d. to read: "Use item 15 of this Schedule in place of GRS 1, item 12.a.(1) for Employee IDEAS Case Files."	NC1-207-80-5, items 9 and 15	
15.	<p>IDEAS Case Files.</p> <p>a. Rejected. Destroy 2 years after rejection.</p> <p>b. Adopted. Retain for 2 years from date of adoption, then retire to Federal Records Center. Destroy 5 years after date of adoption.</p> <p>Estimated volume of records impacted by this proposed change is 12 cubic feet, 2 cubic feet in HUD Headquarters and 1 cubic foot in each of 10 HUD Regions.</p> <p>Item 15 was previously reserved for "Teach," a regional-unique automated system which never became operational. Reference to "Teach" is being deleted, and disposition instructions for the "IDEAS Case Files" are being substituted.</p> <p>See attached background information.</p>		