REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM (Agency or establishment)
U.S. Dept. of Housing & Urban Development

MAJOR SUBDIVISION
Assistant Secretary for Administration

MINOR SUBDIVISION
Office of Productivity and Management Improvements

NAME OF PERSON WITH WHOM TO CONFER
Candis B. Harrison

DATE
10/12/88

TELEPHONE EXT
755-3847

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

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRN OR SUPERSEDED JOB CITATION
NC1-207-80-5

10 ACTION TAKEN
INARS USE ONLY
items 9 and 15

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HUD Records Disposition Schedule 3

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."

15. IDEAS Case Files.

a. Rejected.

   Destroy 2 years after rejection.

b. Adopted.

   Retain for 2 years from date of adoption, then retire to Federal Records Center. Destroy 5 years after date of adoption.

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.

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.

See attached background information.