

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO. N1-207-90-02	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 10-22-1990	
1. FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION Office of Inspector General		ARCHIVIST OF THE UNITED STATES <i>C. G. P.</i> <i>Clare J. Sullivan</i>	
3. MINOR SUBDIVISION		DATE 10/31/90	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Robert J. Devlin	5. TELEPHONE EXT. 202/708-1891	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 2 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 10/18/90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p><b><u>Investigation Case Files.</u></b></p> <p>a. Files are set up by constituent organization within the Department of HUD, type of violation, and by number in consecutive order of receipt. A typical file contains a summarization of the case, correspondence to and from other agencies, transcripts of testimonies by witnesses and interrogations by investigators, a final decision, etc.</p> <p>(1) Headquarters.</p> <p>a. Record copy of case files of historical value. Retire to Federal Records Center 2 years after case is closed. Transfer to National Archives in five-year blocks when 20 - 25 years old or sooner if negotiated between the National Archives and HUD. NOTE: Files of historic value will be selected by the HUD Office of Inspector General and will normally</p>		

*Copies sent to agency, NNT, NCF 11/7/90*

include files on all cases that:

- (i) attract national media attention;
  - (ii) result in Congressional investigation; OR
  - (iii) result in substantive changes to agency policies and procedures.
- b. All other case files. Retire to Federal Records Center 2 years after case is closed. Destroy 10 years after case is closed.
- ~~c. Disposition report. Synopsis or brief report. Microfilm Disposition Report or brief of report 2 years after case file is closed. Refile hard copy in case file after film is verified. Retain microfilm on site. Destroy 10 years after case is closed. (NARA Job NC1-207-85-1, Item 81a(1)(b))~~
- (2) ~~Field Offices Destroy 1 year after case is closed. (NARA Job NC1-207-85-1, Item 81a(2))~~