

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-207-91-1

DATE RECEIVED

10-2-90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

U.S. Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Assistant Secretary for Administration

3. MINOR SUBDIVISION

Office of Procurement and Contracts

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Carol L. Hutzell (ASES)

5. TELEPHONE EXT.

708-1891

DATE

2/4/81

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 3 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

9/24/90

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Departmental Records Management Officer

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

HUD RECORDS DISPOSITION SCHEDULE 3

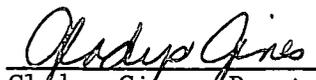
ADMINISTRATIVE RECORDS

HUD proposes to revise items 16, 17 and 18 and add a new item 17-1 to HUD Records Disposition Schedule 3 to read as shown on the attached sheets.

New item 17-1 provides disposition instructions for the records of a Government Technical Monitor (GTM). The GTM's files are to be screened and combined with the Government Technical Representative (GTR) case files when the contract/grant is closed out. The disposition in item 17 for the GTR files applies to the combined files.

Item 16 is revised to clarify ~~that~~ that HUD records disposition schedules are to be used for program contract/grant records and the General Records Schedules are to be used for all other contract/grant records. Minor editorial changes are made to the records descriptions in items 17 and 18.

PROGRAM CONCURRENCE:

  
Gladys Gines, Deputy Director,  
Policy and Evaluation Division (ACP)  
Office of Procurement and Contracts

9/4/90  
Date

*Copies sent to agency NCF J*





## RECORDS DISPOSITION SCHEDULE 3

## ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
<del>c.</del>	<del>Printouts, output reports.</del>	<del>Destroy when superseded, obsolete or no longer needed for reference. (NARA Job NC1-207-80-5, item 14c)</del>
15.	IDEAS Case Files.	
a.	Rejected.	Destroy 2 years after rejection. (NARA Job N1-207-89-1, item 15a)
b.	Adopted.	Retain for 2 years from date of adoption, then retire to Federal Records Center. Destroy 5 years after date of adoption. (NARA Job N1-207-89-1, item 15b)
	<u>Contracts, Grants, Supplies</u>	
*	16. Records related to contracts and grants and to obtaining supplies.	
a.	Program contract/grant records.	Use the appropriate HUD records disposition schedule covering the program's records.
b.	All other records.	Use General Records Schedule (GRS) 3 and items 17 through 19 of this schedule.
17.	Government Technical Representative (GTR) case files. The GTR is the program person responsible for the technical direction and evaluation of contractor/grantee performance. GTR case files consist of copies of the request for services, Request for Proposals (RFP) and amendments,	Destroy 6 years after contract or grant is formally closed out. (NARA Job NC1-207-80-5, item 17)

\*

## APPENDIX 3

## RECORDS DISPOSITION SCHEDULE 3

## ADMINISTRATIVE RECORDS

Item No.	<u>Description of Records</u>	<u>Disposition</u>
-------------	-------------------------------	--------------------

\* technical and cost proposals and modifications submitted by the contractor/grantee, conformed copy of contract/copy of grant agreement and modifications, contractor's/grantee's management reports to GTR, GTR reports and memoranda, contractor's/grantee's interim and final technical reports, GTR evaluation reports, distribution list for final report, statement of final contract/grant status and any related correspondence or other documents.

17-1. Government Technical Monitor (GTM) files. The content of GTM files varies depending on what authority the GTR has delegated to the GTM. GTM files have the same kinds of documentation as GTR files.

Transfer files to the GTR when contract/grant is closed out. The GTR screens the GTM files to eliminate any duplicate records and adds the remaining files to the GTR case file. Use the disposition in item 17 for the combined files.

18. Extra copies of contractor's/grantee's final report.

Destroy when superseded, obsolete, or no longer needed for reference. (NARA Job NC1-207-80-5, item 18) \*

~~19. Office of Procurement and Contracts (OPC) Management Information System. This ADP system will provide a systematic procedure and reporting structure to monitor procurement actions in both pre-award and post-award phases of a contract. It will report contract status for each~~