

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

LEAVE BLANK

JOB NO.

N1-207-91-2

DATE RECEIVED

10-26-90

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

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
U.S. Department of Housing and Urban Development

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION  
Office of Inspector General

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Carol L. Hutzell (ASES)

708-1891

5/10/91

*Claudia [Signature]*

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

10/25/90

*Robert J. Devlin*

Departmental Records Management Office

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 GRS OR SUPERSEDED JOB CITATION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 - OFFICE OF THE INSPECTOR GENERAL
1. Semi-Annual Reports to Congress. Contains IG messages to Congress, overview of HUD actions, audits and investigations, and specific problem areas. Arranged chronologically.
    - a. Official Copy. Disposition: PERMANENT. Cut off annually. Retire to the Federal Records Center when 3 years old, or volume warrants. Transfer to NARA in 5 year blocks when 10 - 15 years old.
    - b. Agency Reference Copies. Disposition: Temporary. Destroy when no longer needed for agency use.
  2. Final Reports of Audits. Audits of specific activities impacting upon HUD and its mission. Reports are arranged by region and thereunder chronologically.
    - a. Official Copy. Disposition: PERMANENT. Cut off annually. Retire to the Federal Records Center when 3 years old. Transfer to NARA when 10 years old.
    - b. Agency Reference Copies. Disposition: Temporary. Destroy when no longer needed for agency use.

*Copies sent to Agency NNT 5/15/91*

Monthly Reports of Investigations and Audits to the Secretary. Reports from the Inspector General to the Secretary of Housing and Urban Development highlighting topics of current interest. Reports are arranged chronologically.

a. Official Copy. Disposition: PERMANENT. Cut off annually. Retire to the Federal Records Center when 5 years old, or volume warrants. Transfer to NARA in 5 year blocks when 10 - 15 years old.

b. All other copies. Disposition: Temporary. Cut off annually. Retire to the Federal Records Center when 5 years old, or volume warrants. Destroy when 8 years old.