# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NRA)  
WASHINGTON, DC 20408

1. **FROM (Agency or establishment):**  
Department of Housing and Urban Development

2. **MAJOR SUBDIVISION:**  
Asst Secy for Housing, Fed Housing Commissioner

3. **MINOR SUBDIVISION:**  
Dep Asst Secy for Ops, Ofc of Mgmt, Mgmt Svcs

4. **NAME OF PERSON WITH WHOM TO CONFER:**  
Alfred R. Hansell, Chief Housing Records Section

5. **TELEPHONE:** (202) 708-1470

*6. AGENCY CERTIFICATION*

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.

**DATE:** 8/9/93  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Johnny Hodge

**DEPARTMENTAL RECORDS MANAGEMENT OFFICER:**  
Departmental Records Management Officer

<table>
<thead>
<tr>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
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**ITEM NO.**  

<table>
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<tr>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tbody>
<tr>
<td>Records Disposition Schedule 3 - Administrative Records</td>
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<tr>
<td>Investigative Case Files. Program (other office) file copies of working papers and background material used in the development of responses to investigative case files, Hotline Complaints and other similar investigative reports.</td>
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<td>Proposed Disposition: Destroy when 3 years old.</td>
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**ALFRED R. HANSELL, RECORDS MANAGEMENT LIAISON OFFICER, HOUSING (ROAM)**  
**DATE:** July 22, 1993

**OFFICE OF THE GENERAL COUNSEL**  
**DATE:** July 22, 1993

**OFFICE OF THE INSPECTOR GENERAL**  
**DATE:** July 22, 1993

**NSN 7540-00-834-4064**  
PREVIOUS EDITION NOT USABLE

**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA  
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