

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-207-97-2</i>	DATE RECEIVED <i>4-25-97</i>
1. FROM (Agency or establishment) Department of Housing & Urban Development		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Lead Hazard Control		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of the Secretary			
4. NAME OF PERSON WITH WHOM TO CONFER Ruth Wright, RMLO Pauline Grant	5. TELEPHONE (202) 755-1822 (202) 708-1891	DATE <i>3-5-98</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 <u>6</u> 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE <i>4/22/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Johnny Hodge</i> Johnny Hodge	TITLE Departmental Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS DISPOSITION SCHEDULE 65 OFFICE OF LEAD HAZARD CONTROL Record description and disposition instructions are attached.	<i>Ronald J. Maury</i> <i>4/30/97</i> OFFICE OF LEAD HAZARD CONTROL <i>Sinthen M. Kelly</i> <i>2/4/97</i> OFFICE OF GENERAL COUNSEL <i>Mary Deke</i> <i>2-5-97</i> OFFICE OF INSPECTOR GENERAL	

**RECORDS DISPOSITION SCHEDULE 65
OFFICE OF LEAD HAZARD CONTROL**

This schedule provides records disposition standards for the official Department of Housing and Urban Development (HUD) files created, received, and maintained in the Office of Lead Hazard Control (LHC). LHC works to enhance public and private participation in controlling lead hazards. Services include technical assistance and outreach to the public and private sectors including local and state governments; the lead hazard control industry; the building and construction industry; realtors; landlords; home owners; parents; and others working towards a lead-safe America. LHC provides funds to cities, counties, and states to conduct the type of programs most appropriate and effective in their communities. LHC develops guidelines and regulations to assure safe conditions for occupants, especially children. In addition, technical studies are conducted to keep up with and promote innovation and technological improvements in controlling lead hazards.

Item

No.	Description of Records	Disposition
1.	CORRESPONDENCE	
a.	General Subject Correspondence Files. General subject correspondence consisting of official record copies of outgoing and original incoming correspondence, and related documents.	Temporary. Use HUD Records Disposition Schedule 3, item 1, which reads: "Break files annually. Destroy 3 years after file break or when no longer needed for reference, whichever is earlier." (NARA Job NC1-207-80-5, item 1)
b.	Chronological Correspondence File. Non-record copy of correspondence.	Temporary. Use HUD Records Disposition Schedule 3, item 2, which reads: "Break file annually. Destroy 3 years after file break or when no longer needed for reference, whichever is earlier." (NARA Job NC 1-207-80-5, item 2)

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OFFICE OF LEAD HAZARD CONTROL**

Item No.	Description of Records	Disposition
2. POLICY AND ISSUANCE FILES		
a.	Official Record Set. Consists of the record copy of LHC policy issuances including manuals, guidelines, and rules.	PERMANENT. Remove superseded or obsolete issuances to inactive file, annually at the end of each calendar year. Break inactive file every four years and transfer to NARA. <i>change approved by Pauline Grant attached email 1/23/98</i>
b.	Reference Copies of Policy Issuances. Contains reference copies of HUD directives including those developed by LHC. These copies are non-record materials.	Non-record. Use HUD Records Disposition Schedule 3, item 62e, which states. "Destroy when rescinded, superseded, obsolete, or no longer needed for reference purposes." (NARA Job NC1-207-80-5; item 62e)
c.	Policy Development Files. Contains the working papers relating to the development of directives by LHC.	Temporary. Use HUD Records Disposition Schedule 3, item 62b, which states: "Destroy 6 months after date the final printed version of the issuance is received by the Issuances Management Officer for the originating office as entered on the Clearance Log." (NARA Job NC1-207-80-5, item 62b)

**RECORDS DISPOSITION SCHEDULE 65
OFFICE OF LEAD HAZARD CONTROL**

Item No.	Description of Records	Disposition
3.	GRANT, INTERAGENCY AND COOPERATIVE AGREEMENT FILES	
a.	Unsuccessful Grant Application Files. Contains applications, correspondence, and other related records concerning unsuccessful (rejected or withdrawn) grant applications.	Temporary. Break file at end of calendar year in which the grant application is formerly closed. Retire to FRC 1 year after file break. Destroy 6 years 3 months after file break.
b.	Successful Grant Application Files. Contains applications, correspondence, and other related records concerning successful (approved) grant applications.	Temporary. Break file at end of calendar year in which the grant is formerly closed. Retire to the FRC 1 year after the file break. Destroy 6 years and 3 months after file break.
c.	Grant Final Report and Product. Contains record set of grantee final report and the grant product as applicable.	PERMANENT. Break file at end of calendar year in which grant is formerly closed. Retire to FRC 1 year after file break. Transfer to the National Archives 6 years and 3 months after file break.
d.	Interagency and Cooperative Agreements Final Reports and Products. Contains record copy of interagency or cooperative agreement final reports and/or agreement product as applicable.	PERMANENT. Break file at end of calendar year in which the agreement is concluded. Retire to the FRC 1 year after file break. Transfer to the National Archives 6 years 3

**RECORDS DISPOSITION SCHEDULE 65
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Item No.	Description of Records	Disposition
		months after file break.
e.	Government Technical Representative (GTR) Case Files.	
1)	Case File. Contains the approved grant applications, inter-agency and cooperative agreements, and statements of work; requests for services; requests for proposals (RFP); technical and cost proposals and modifications submitted by the grantee; copy of grant, interagency or cooperative agreement and modifications; grantee's management reports; GTR reports and memoranda; grantee interim technical reports; GTR evaluation reports; photographs of properties subject to grants; statement of final grant status; associated correspondence and other related documents.	Temporary. Use HUD Records Disposition Schedule 3, item 17, which reads, "Destroy 6 years after contract or grant is formerly closed out. (NARA Job N1-207-91-1, item 17)
2)	Select Grant/Agreement Photograph File. Contains samples of captioned, black and white and color photographs relating to LHC grants (after grant or agreement is closed out) and associated index.	PERMANENT. Break file at end of calendar year. Transfer to the National Archives 3 years after file break.

~~WITHDRAWN~~

[614] From: Ruth C. Wright at FHCPOST5 8/25/97 3:20PM (580 bytes: 16 ln)
 To: PAULINE GRANT at OAMSPOST, Ruth C. Wright
 Receipt Requested
 Subject: records Schedule

----- Message Contents -----

~~Is this O.K.?~~ ^{8/26/97}
 OK via telephone
 by P. Grant

^{8/26/97}
 OK VIA
 Telephone
 by P. Grant

- 4. Annual reports. Consists of all required Annual Reports either by the Secretary of HUD, the Congress, etc.

Disposition

PERMANENT. Break File at end of calendar year. Transfer to the National Archives 3 years after file break.