

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
Congressional and Intergovernmental Relations (CIR)

3. MINOR SUBDIVISION
Off. of Dep. Asst. Sec. for Intergovernmental Relations

4. NAME OF PERSON WITH WHOM TO CONFER
Arlee W. Gist
William Smith

5. TELEPHONE
(202) 708-0030
(202) 708-1444

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-207-97-3

DATE RECEIVED
May 15, 1997

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

9-18-97

ARCHIVIST OF THE UNITED STATES

John W. Carl

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 1 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

5/8/97

SIGNATURE OF AGENCY REPRESENTATIVE

Johnny Hodge
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 GRS OR SUPERSEDED JOB CITATION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 54
OFFICE OF LEGISLATION AND CONGRESSIONAL RELATIONS RECORDS

The Department of Housing and Urban Development (HUD) is proposing to add Item Number 5 to HUD Records Disposition Schedule 54, "Office of Legislation and Congressional Relations."

This proposed addition will provide records disposition standards for HUD's J-1 Waiver Files. These files are not used or needed for financial matters related to HUD activities, therefore General Accounting Office (GAO) concurrence is not required.

See the attached "Description of Records" and "Disposition" requested for disposition authority.

Volume on Hand: 45 cubic feet
Annual Accumulation: 15 cubic feet

Patricia A. Wash
Patricia A. Wash - OGC

4/24/97
Date

Arlee W. Gist
Arlee W. Gist - CIR

4-24-97
Date

Mary Dickens
Mary Dickens - OIG

4-24-97
Date

Wanda Murrell
Wanda Murrell - CIR

4-24-97
Date

RECORDS DISPOSITION SCHEDULE 54

OFFICE OF LEGISLATION AND CONGRESSIONAL RELATIONS RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
5.	J-1 Waiver Files. Consist of: (1) letters from heads of employing facilities; (2) copies of recruitment materials; (3) letters of recommendations; (4) U.S. Information Agency (USIA) data sheets; (5) copies of signed contracts between physicians and facilities; (6) documentation that employer is in a Health Professional Shortage Area (HPSA) or medically underserved area (MUA); (7) copies of Certificate of Eligibility for Exchange Visitor (J-1) Status (form IAP 66); (8) J-1 physician's curriculum vitae; (9) board passage of medical license examinations; (10) affidavit from J-1 physician that their medical license has never been suspended or revoked and that they are not subject to any criminal investigation or proceedings by any medical licensing authority; and (11) signed and notarized HUD J-1 Visa Policy Affidavit and Agreement; (12) optional letters of support; (13) HUD's letter of recommendation to USIA; (14) letter from USIA to Immigration and Naturalization Service (INS); (15) employment verification; and (16) INS Notice of Action for waivers granted (form I-797). Arranged alphabetically by name of applicant.	Break file annually at the end of each calendar year. Retire to Federal Records Center (FRC) immediately after file break. Destroy 5 years after file break.

NOTE: HUD formally established its J-1 Waiver Request Policy on December 6, 1994. On December 13, 1996 a moratorium on its J-1 Waiver Request Policy halted acceptance of J-1 applications until further notice and was extended retroactively to include all J-1 applications received by the Department.