

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-207-97-5

DATE RECEIVED
7-10-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5-6-98 John W. Carl

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

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

2. MAJOR SUBDIVISION
Assistant Secretary for Administration

3. MINOR SUBDIVISION
Office of Executive Scheduling

4. NAME OF PERSON WITH WHOM TO CONFER
Andrew Rivera
William Smith Pauline Lore

5. TELEPHONE
(202) 708-1238

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 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, 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 <i>6/27/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Johnny Hodge</i>	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>RECORDS DISPOSITION SCHEDULE 61 OFFICE OF EXECUTIVE SCHEDULING RECORDS</p> <p>The Department of Housing and Urban Development (HUD) is proposing to add the attached new HUD Records Disposition Schedule 61, "Office of Executive Scheduling Records."</p> <p>This proposed new schedule will provide records disposition standards and instructions for executive schedules. These files are not used or needed for financial matters related to HUD activities, therefore General Accounting Office (GAO) concurrence is not required.</p> <p>See the attached Description and list of "Description of Records" and "Dispositions" requested for disposition authorities.</p> <p>VOLUME ON HAND: 46 cu. ft. ANNUAL ACCUMULATION: 4 cu. ft.</p>	<p><i>Yvonne Brown</i> Yvonne Brown - AL</p> <p><i>Patricia A. Wash</i> Patricia A. Wash - OGC</p> <p><i>Mary Dickens</i> Mary Dickens - OIG</p>	<p><i>5/7/97</i></p> <p><i>5/7/97</i></p> <p><i>6-7-97</i></p>

APPENDIX 61

RECORDS DISPOSITION SCHEDULE 61

OFFICE OF EXECUTIVE SCHEDULING RECORDS

DESCRIPTION. This records disposition schedule provides records disposition standards and instructions for the Office of Executive Scheduling. Its function, as a subdivision within the Office of the Assistant Secretary for Administration, is to schedule appearances (executive schedules), speaking engagements, and trips for HUD's Secretary. Trip files of personnel who accompany the Secretary during travel are also created and maintained by this office.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Secretary's Trip Files. Consist of original incoming correspondence from the Executive Secretariat from individuals or groups requesting or inviting the Secretary to attend or speak at various meetings, functions or events; White House referral to such events and/or Congressional endorsements. May contain copies of acceptance correspondence; requests from HUD for additional information; event themes, agenda and other event background information; briefing materials; travel itineraries and drafts; and other materials used for official business travel. Records are arranged chronologically.	
a.	Out of Town Trip File. May contain itineraries and drafts, original incoming correspondence, briefing materials, and other background materials that do not constitute substantive information. (NOTE: Substantive information consists of post trip information, such as the decisions made as result of the trip or other outcomes or summaries of discussions held during the scheduled meetings. Trip Files containing substantive information must be scheduled through the HUD Records Management Staff.)	Apply GRS 23, Item No. 5 b, which reads: "Destroy or delete when no longer needed for convenience or reference."

APPENDIX 61

RECORDS DISPOSITION SCHEDULE 61

OFFICE OF EXECUTIVE SCHEDULING RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
b.	In Town Trip File. May contain itineraries and drafts, original incoming correspondence, briefing materials, and other background materials that do not constitute substantive information. (NOTE: Substantive information consists of post trip information, such as decisions made as result of the trip or other outcomes or summaries of discussions held during the scheduled meetings. Trip Files containing substantive information must be scheduled through the HUD Records Management Staff.)	Apply GRS 23, Item No. 5 b which reads: "Destroy or delete when no longer needed for convenience or reference."
c.	Cancelled Trip File.	Cutoff at end of each calendar year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner.
d.	Declination File. Contains original incoming correspondence requesting the Secretary's appearance that were declined.	Cutoff at end of each calendar year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner.
2.	Security Personnel Trip Files. Consist of scheduling and other trip records of personnel who accompany the Secretary on official trips. Arranged chronologically.	Apply GRS 23, Item No. 5 b which reads: "Destroy or delete when no longer needed for convenience or reference."

VOLUME ON HAND AND ANNUAL ACCUMULATION

Original Records of Secretary Trip File:

Out of town trip file	13 cubic feet
In town trip file	4 cubic feet
Cancelled trip file	2 cubic feet
Declinations	21 cubic feet

Security personnel trip file:

6 cubic feet

VOLUME ON HAND

46 cubic feet

ANNUAL ACCUMULATION

4 cubic feet