

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-207-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3-2-00	
1 FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Brenda Smoot	5 TELEPHONE 202-708-1891, x-7291	DATE 6-22-00	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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>5</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 checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 1/12/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda B. Smoot</i> Brenda B. Smoot	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>WNRC PROJECT Records of the Department of Housing and Urban Development Office of the (Record Group 207)</p> <p>This schedule provides disposition authorities for records of the Department of Housing and Urban Development</p> <p>SEE ATTACHED PAGES</p>	<p><i>Patricia L. Jack</i> 2/4/00 Office of the General Counsel</p> <p><i>Sherrill Hawkins</i> 2/4/00 Office of Public Affairs</p> <p>2-4-00 <i>Mary Dickson</i> Office of the Inspector General</p> <p>2-16-00 <i>Marie Young</i> Off. of Community Planning & Development</p> <p><i>Burdette S. Santed</i> Off. of Fair Housing & Equal Opportunity 2-24-00</p>	

Record Group 207: Department of Housing and Urban Development WNRC Project

Item #1 provides for one time disposition authority for records of the Department of Housing and Urban Development.

**1. Accession 207-71A-3615. Office of the Secretary. Office of Public Affairs, Division of Publications, 1969 and prior years. Small Towns File. 4 cubic ft.
WNRC 10-22-06-3-5/10-22-06-4-2. Boxes 24 - 27.**

Arranged Alphabetically by State, thereunder by name of Town. The Small Towns File, compiled by Mr. Biller of the HUD Office of Public Affairs, contains information on projects funded or administered by HUD in small towns. Although it served as a reference file, the series documents HUD activities in small towns during the early years of its existence. Includes some newspaper articles and reports on HUD projects. Contains some photos.

Disposition: Permanent. Transfer to NARA immediately.

Item #2 provides for one time disposition authority for records of the Department of Housing and Urban Development.

**2. Accession 207-71A-4375. Assistant Secretary for Metropolitan Planning and Development. Community Resources Development Administration, 1964 - 1970. Metropolitan Development Study Group (McLaughlin's Working Papers), 1967 - 1968. 4 cubic ft.
WNRC 10-29-06-03-05/10-29-06-04-02. Boxes 21 - 24.**

Unarranged. Consists of reports of various task forces, but especially the "Metropolitan Development Study Group." Records include bibliography, reports, and newspaper articles. Also includes information on the Suburban working group. Provides insights into HUD metropolitan and suburban development policies in the late 1960's.

Disposition: Permanent. Transfer to NARA immediately.

Item #3 provides for one time disposition authority for records of the Department of Housing and Urban Development.

3. Accession 207-72B-1705. Assistant Secretary for Community Planning and Management, Office of Administration, Management and Administrative Files Division, Central Files Unit, General Subject, Report and Correspondence Reference Files, 1961 - 1970. 2 cubic feet.

WNRC 10-15-18-2-1/10-15-18-2-2. Boxes 34 - 35.

Arranged by classification file number ranging from 495.1 to 495.3, thereunder chronologically. Consists of correspondence, reports, and miscellaneous other documentation dating from 1961 - 1970 concerning the "Workable Program for Community Development." There is also information concerning the application of the program to Indian Reservations.

Disposition: Permanent. Transfer to NARA immediately.

Item #4 provides for one time disposition authority for records of the Department of Housing and Urban Development

4. Accession 207-72D-6636. HUD. Assistant Secretary for Equal Opportunity. Office of Management and Field Coordination, Central Files. Equal Opportunity Locality Files, 1971 and prior. 20 cubic feet.

WNRC 10-47-07-1-4/10-47-07-4-5. Boxes 25 - 44.

These records, arranged by state and thereunder by geographic locality, contain extensive information concerning equal housing opportunities in all areas of the United States of America. The records contain a miscellany of reports on housing, responses to complaints, and the progress of integration in housing up to 1970. Some of the documents contained in these records contain information on equal opportunity in housing dating back to 1954. The dates of these records correspond to the great period of Civil Rights activism in the United States in voting rights, equal employment, and housing opportunities. The records provide evidence of HUD's interest in Equal Housing opportunities, and provide extensive information concerning the status of Equal Opportunity Housing during an important period of time. These records are currently inappropriately scheduled under 2225.6/50/2, scheduling Complaint Case Files, which these records are not.

Disposition: Permanent. Transfer to NARA immediately.

Item #5 provides for one time disposition authority for records of the Department of Housing and Urban Development.

**5. Accession 207-78-0022. New Communities Administration. New Community Project Administration consisting of copies of Kenneth Leventhal & Company workpapers on Granada, New York, 1976 - 1977. 3 cubic feet.
WNRC 10-30-56-5-6/10-30-56-6-2. Boxes 1 - 3.**

Contains unorganized working papers of Kenneth Leventhal & Co., C.P.A., of Los Angeles, CA, compiled while preparing recommendations on the judicial foreclosure and disposition of the New Community of Granada, New York. Bulk consists of electrostatic copy of legal memorandums of meetings between interested parties. Recommend that these records be retained, as the bulk of the New Community Project Administration records have been lost, and these items will provide information on the New Community Project in Granada, New York.

Disposition: Permanent. Transfer to NARA immediately.

Item #6 provides for one time disposition authority for records of the Department of Housing and Urban Development.

**6. Accession 207-79-0080. New Community Development Corporation. Implementation and Closing Files for Title VII New Communities Bond Guarantees Approved by the New Community Development Corporation. 1971 - 1977. 12 cubic feet.
WNRC 10-15-32-2-1/10-15-32-3-6. Boxes 1 - 12.**

Unarranged by Community. Thereunder by unknown filing system. These records contain information on two "New Community Developments" for which bonds were supported by the Department of Housing and Urban Development, Granada, New York (near Rochester, New York), and Flower Mound, Texas (near Dallas, Texas). Information found in these files include economic evaluations, copies of correspondence concerning the prospects of these communities, maps and blueprints of the communities, promissory notes, project agreements between developers and HUD, annual reports, etc. These records appear to be disposable under 2225.6/60/3. It appears, however, that permanent microfilm was not created of New Community records as specified under 2225.6/60/5-6. As the records provide a detailed example of two New Community Projects, both of which were acquired by HUD for the disposition of their assets, they may provide a default sample of New Communities efforts.

Disposition: Permanent. Transfer to NARA immediately.

Item #7 provides for continuing disposition authority for records of the Department of Housing and Urban Development that are located in the agency, stored at all NARA facilities, and which may have been previously transferred to NARA custody by HUD.

7. Department of Housing and Urban Development. Office of the Inspector General (OIG). Audit Case Files. 1982 - (Multiple accessions listed at the end of item 7).

a. Case files of OIG audits of HUD programs, operations and procedures, and internal audits of contractors, mortgage companies, and grantees. Consists of audit reports, correspondence, memoranda, and supporting work papers. **Formerly scheduled under 2225.6/3/79/c (NC-207-85-1, Item 79c).** It appears that HUD has charged out OIG Audit records at, or close to, the normal eight year destruction period called for by 2225.6/3/79/c. Therefore I recommend a **10 year retention period** for these records.

Disposition: Cut off at the end of fiscal year in which case is closed. Destroy 10 years after cut off. (Supersedes 2225.6/3/79/c).

****Note: If there are any particular audit case files that contain records of sufficient historical value to warrant permanent retention, HUD should identify such projects on an SF 115 for individual appraisal.**

b. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by item 7a in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

Includes the following Accessions affected by N1-207-99-1 (7a) at the time of WNRC Project review:

207-86-0052, Boxes 1 to 8. (FY 1982).
207-86-0083, Boxes 1 to 2. (FY 2/1984).
207-89-0060, Boxes 1 to 4. (FY 1982). Box 4 charged out 1990.
207-89-0062, Boxes 1 to 4. (FY 1984). Box 4 charged out 1990.
207-91-0013, Boxes 1 to 6. (FY 1991).
207-91-0058, Boxes 1 to 9. (FY 1991).
207-91-0088, Boxes 1 to 24. (FY 1988).
207-91-0098, Boxes 1 to 2. (FY 1989).
207-91-0124, Boxes 1 to 4. (FY 1990).
207-91-0125, Boxes 1 to 6. (FY 10/1990).
207-92-0056, Boxes 1 to 44. (FY 1989).
207-92-0098, Boxes 1 to 14. (FY 1989).
207-92-0099, Boxes 1 to 50. (FY 1990). Boxes 41 - 44, 47 - 50, charged out for 1998 litigation.
207-93-0003, Boxes 1 to 9. (FY 1988).
207-93-0004, Boxes 1 to 18. (FY 1989).
207-93-0006, Boxes 1 to 14. (FY 1990).
207-93-0031, Boxes 1 to 4. (FY 1992).
207-93-0174, Boxes 1 to 25. (FY 1991).
207-94-0089, Boxes 1 to 13. (FY 1990).
207-95-0400, Boxes 1 to 7. (FY 1990).
207-95-0402, Boxes 1 to 32. (FY 1992).
207-95-0404, Boxes 1 to 22. (FY 1992).
207-95-0405, Boxes 1 to 42. (FY 1993).
207-95-0407, Boxes 1 to 10. (FY 1994).
207-98-0234, Boxes 1 to 50. (FY 1995).
207-98-0235, Boxes 1 to 50. (FY 1995).
207-98-0236, Boxes 1 to 50. (FY 1996).
207-98-0237, Boxes 1 to 10. (FY 1997).
207-99-0202, Boxes 1 to 50. (FY 1997).
207-99-0205, Boxes 1 to 11. (FY 1998).
207-99-0229, Boxes 1 to 50. (FY 1997).
207-99-0230, Boxes 1 to 8. (FY 1997).