



RECORDS SCHEDULE 29

INTERNATIONAL AFFAIRS RECORDS

*Changes in wording of disposition  
 stated to be authorized by Russell F.  
 Thompson, HUD Records Officer,  
 April 9 1975. Russell F. Thompson*

This schedule covers the records accumulating under the international affairs function of HUD.

Item No.	Description of Records	Disposition
	(1974- )	
1.	Export/Import files/containing inquiries on shipment of houses abroad, requests for clearance of export license, minutes of meetings on export control, export quotas, reports of material shortages, and removal of export controls; premium payment plan for imports, reports on imports, and waiver of import duty on building materials in short supply.	Destroy when 5 years old.
2.	Country Files (maintained alphabetically by specific countries) containing correspondence and Department of State dispatches relative to country study, proposed program for assistance; agreement for technical assistance; activity and project authorizations; requests for HUD specialists; recruitment of consultants; press releases; publications and photographs; economic, industrial, labor, and progress reports; evaluation of effectiveness of program; and correspondence with Federal agencies and industry regarding missions from foreign countries studying housing policies and methods. Page 2 lists the country files selected by HUD for retention. Emerging countries after World War II which were collectively representative of the type and extent of assistance extended by HUD were selected as being comprehensive of conditions under which assistance was granted.	(a) PERMANENT. Transfer to FARC when 5 years old. (b) Destroy when 5 years old.
	(a) Selected country files. (b) Other country files.	
3.	International conferences and organizations files consisting of invitations and acceptances to attend conferences as an observer or participant; agenda, lists of organizations attending meetings, authorization to attend conference; speeches, proceedings, conclusions and recommendations, resolutions, and regulations; position papers; reports and related correspondence.	(a) PERMANENT. Transfer to FARC 3 years after close of file. (b) Screen from file at time of transfer and destroy.
	(a) Lists of organizations attending meetings, agendas, position papers, HUD papers, speeches, and final reports.	
	(b) Other materials.	

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Item No.	Description of Records	Disposition
4.	Technical Services Files: Exchanges of correspondence with government, industry, and foreign countries relating to housing techniques, building design, construction methods and materials. (a) Hard Copies. (b) Microfilm Copies.	(a) Destroy upon filming. (b) Destroy upon termination of program.
5.	General Subject Files:	
	a. Housekeeping Records	Use applicable GSA Records Schedules.
	b. Program records: Consisting of position papers, national and international financing, legislation, working agreements with Federal agencies, delegations of authority, organization and functions.	PERMANENT. Transfer to FARC upon termination of program.
6.	Publications Files: Consisting of publications issued by the Office of International Affairs.	PERMANENT. Transfer to FARC upon termination of program.
7.	Bilateral Programs: Correspondence exchanged with bilateral partners on subjects of mutual concern; memoranda of understanding; bilateral agreements; reports of site visits, etc. (a) Bilateral Programs with U.K. and U.S.S.R. (b) Bilateral Programs with other nations.	(a) PERMANENT. Transfer to FARC upon termination of agreement. (b) Destroy upon termination of agreement.

The following country files have been selected for permanent retention for historical and reference purposes. In selecting this material, we endeavored to choose foreign countries which were collectively representative of the type and extent of assistance provided by HUD:

Burma	China (Taiwan)	Nigeria
Chile	India	Peru
Columbia	Korea	Philippines

These files may contain material classified confidential and secret by AID and the State Department. They are copies of existing documents in AID and State Department. Access to the files is limited to individuals approved by the HUD Security Officer.