REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
   NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
   Department of Housing and Urban Development
   Office of the Secretary

2. MAJOR SUBDIVISION
   Office of International Affairs

3. MINOR SUBDIVISION
   Office of International Affairs

4. NAME OF PERSON WITH WHOM TO CONFER
   Lillie M. Wolloch

5. TEL. EXT.
   138 56692

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of

   3-11-75  Russell J. Thompson  HUD Record Office
   (Signature of Agency Representative) (Title)

   7. ITEM NO.

   8. DESCRIPTION OF ITEM
      (With Inclusive Dates or Retention Periods)

   9. SAMPLE OR JOB NO.

   10. ACTION TAKEN

   OFFICE OF INTERNATIONAL AFFAIRS RECORDS

   Attached is the revised schedule for the Office of International Affairs. This schedule supersedes the schedule approved May 13, 1965 -- National Archives Job NN 165-137.

   Copy to Agency: 4NNRC 5/14/75 (O)

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records</th>
<th>Disposition</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Export/Import files containing inquiries on shipment of houses abroad, requests for clearance of export licenses, 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.</td>
<td>Destroy when 5 years old.</td>
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<td>2.</td>
<td>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) Selected country files, (b) Other country files.</td>
<td>(a) PERMANENT, Transfer to FARO when 5 years old. (b) Destroy when 5 years old.</td>
</tr>
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<td>3.</td>
<td>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) Lists of organizations attending meetings, agendas, position papers, HUD papers, speeches, and final reports, (b) Other materials.</td>
<td>(a) PERMANENT, Transfer to FARO 3 years after close of file. (b) Screen from file at time of transfer and destroy.</td>
</tr>
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</table>

All items designated PERMANENT will be offered for transfer to NARS when 20 years old.
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: | Use applicable GSA Records Schedules.
a. Housekeeping Records | PERMANENT. Transfer to FARC upon termination of program.
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.