

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

5 items

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

LEAVE BLANK	
DATE RECEIVED <b>OCT 9 1975</b>	JOB NO. <b>NC-207-76-3</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-9-75 <i>Jane B. Rhoads</i> (Date) Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Housing and Urban Development
2. MAJOR SUBDIVISION  
Office of the Secretary
3. MINOR SUBDIVISION  
Executive Secretariat
4. NAME OF PERSON WITH WHOM TO CONFER  
Russell F. Thompson
5. TEL. EXT.  
235 1907
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10-2-75 Russell F. Thompson HUD Records Officer  
Date (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
	<p align="center"><b>SECRETARY AND UNDER SECRETARY RECORDS</b></p> <p>The Department of Housing and Urban Development was established by P.L. 89-174, approved September 9, 1965. The Act became effective on November 9, 1965.</p> <p>This schedule covers records accumulating for calendar year 1966 and subsequent years. No file break was made for HUD files for calendar year 1965. The HUD records are included with the 1965 records of the predecessor agency Housing and Home Finance Agency - Office of the Administrator. The 1965 and prior years records of the HHFA-OA Administrator are in the National Archives under Job No. NN-373-116.</p> <p>Prior to 1974, official record copies of outgoing communications from the Congressional Relations, Labor Relations, and Public Affairs Offices in the Office of the Secretary; Office of General Counsel, and some of the offices under the Assistant Secretary for Administration were included in these files.</p>		

2 DW change made with approval of R. Thompson 11/10/75  
Copy to Agency & NW 12-11-75

SECRETARY AND UNDER SECRETARY RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	All subject files except those described under Item No. 2.  ( average 1 1/4 cu. ft. each year)	PERMANENT. Transfer to Federal Records Center 3 years after close of calendar year. Offer to National Archives every 10 years. In 1986 offer 1966 through 1976 records to National Archives.
2.	Subject files consisting of emergency planning; travel and travel funds; employment, employment development and training, applicants file, performance, and promotion; complaints, criticism, and protests; publications, autographs, biographies, photographs, and news releases; anonymous letters; office space and facilities; printing and reproduction; and procurement, property management, and supply.	Destroy 5 years after close of calendar year.
3.	Name index file (blue copy) filed by name of organization, Government agency, public body, or surname of the individual to which the communication is addressed. The file code location of the official record copy is placed on the blue copy as a finding aid.  ( average 1/4 cu. ft. each year)	PERMANENT. Transfer to Federal Records Center 3 years after close of calendar year. Offer to National Archives every 10 years. In 1986 offer 1966 through 1976 records to National Archives.
4.	Chronological correspondence file consisting of copies of communications referred to other offices for direct reply, and copies of replies forwarded to the Secretary, Under Secretary, or the Executive Secretariat. Copies of replies are not provided in all cases.	Transfer to Federal Records Center 3 years after close of calendar year. Destroy <sup>7</sup> / <sub>8</sub> years after <del>transfer</del> <i>date of record.</i>
5.	Mail control records which are annotated to show reply dates to to incoming communications.	Destroy 5 years after close of calendar year.