

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

4 items

(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

2. MAJOR SUBDIVISION

Office of Legislative Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Diane Smith

5. TEL. EXT.

755 7380

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 19 1975	JOB NO. NC1-207-76-5
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 "with-drawn" in column 10.	
<u>1-20-76</u> (Date)	<u>James B. Rhoads</u> Archivist of the United States

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.

11-18-75

Date

Russell J. Thompson

(Signature of Agency Representative)

HUD Records Officer

(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">OFFICE OF LEGISLATIVE AFFAIRS RECORDS</p> <p>The Assistant Secretary for Legislative Affairs is the principal advisor to the Secretary with regard to Congressional relations and liaison. This office is responsible for providing information to and answering inquiries from Congressional offices on Department programs and activities.</p> <p>The official record copy of correspondence to Congress and Congressional Committees which is signed by the Secretary is filed in the Secretary's Files. These files have a permanent retention.</p> <p>This revised schedule supersedes the former Public Housing Administration schedule for Congressional Liaison Functions, Job No. NN-166-43 approved September 13, 1965.</p>		
<i>2BW</i>	<i>1/6/76 changes made with approval of R. T. Thompson.</i>		

Copy to Agency 1-22-76

RECORD SCHEDULE 54

RECORDS RELATING TO THE OFFICE OF LEGISLATIVE AFFAIRS

Item No.	<u>Description of Records</u>	<u>Disposition</u>
1.	<p>Congressional Correspondence Files--- These are official copies of correspondence between congressional offices and the Office of Legislative Affairs together with related Department interoffice correspondence. The correspondence consists of originals and copies of incoming and official record copies of outgoing items such as letters, memoranda, etc. Also included are information copies of congressional correspondence from HUD field offices and other headquarters offices. The method of arrangement is alphabetical by name of the Member of Congress and chronological under each name with the latest date first.</p>	<p>Transfer to Federal Records Center 2 years after date of record. Destroy 3 ⁵ years after transfer. <i>date of record.</i></p>
2.	<p>Congressional Notifications Files--- These files are informational release records pertaining to Department program actions. They contain data on type of program, project number, amount of federal assistance, recipient and location of project, purpose and brief description, other agencies/contractors involved, names of Members of Congress to whom notifications were provided, method of notification, related other information. The method of filing is alphabetical by state and chronological by release date. Files are arranged by Fiscal Year.</p>	<p>Transfer to Federal Records Center 2 years after date of record. Destroy 7 ⁵ years after transfer. <i>date of record.</i></p>
3.	<p>Policy Files--- These files relate to the establishment, purpose, and functions of the Office of Legislative Affairs. (1 inch per year)</p>	<p>PERMANENT. Offer to National Archives <i>in</i> upon completion of program. 20 years.</p>
4.	<p>General Subject Files--- These are general housekeeping records.</p>	<p>Use applicable GSA records schedule</p>