

**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
2. MAJOR SUBDIVISION
Federal Disaster Assistance Administration
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Eileen Argulewicz

5. TEL. EXT.
634-7810

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 1 1976	JOB NO. NCI-208-76-8
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.	
3-23-76 (Date)	<i>James B. Rhoads</i> 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2-23-76

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"><u>DISASTER PROGRAM RECORDS</u></p> <p>Attached is the revised records schedule for disaster programs administered by the Federal Disaster Assistance Administration. This schedule supersedes the disaster portion of the former Office of Emergency Preparedness schedule approved June 11, 1971, National Archives Job No. NN-171-167. The disaster program of the former Office of Emergency Preparedness was transferred to the Department of Housing and Urban Development under Reorganization Plan 1, dated September 1973.</p> <p>The Disaster Relief Act of 1974 (Public Law 93-288) provides for a comprehensive program of assistance to individuals, businesses and State and local governments affected by major disasters.</p> <p>When the Governor of an affected State requests assistance, FDAA makes recommendations to the HUD Secretary and the President as to whether or not an occurrence should be declared a major disaster or emergency by the President. Such a declaration makes the affected State and local governments and individuals eligible for supplemental Federal assistance which is provided by the President's Disaster Relief Fund. In the disaster areas, FDAA coordinates the efforts of other Federal agencies in providing assistance under Public Law 93-288 or under their own disaster-related legislative authorities.</p>		

Copy to Agency 3-24-76



DISASTER PROGRAM RECORDS

This schedule covers records accumulating on disaster assistance activities under the provisions of the Disaster Assistance Act of 1974, P. L. 93-288.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Records of conferences and committees of which Headquarters is the office of record, consisting of minutes, agenda, correspondence, memoranda, and related materials, including but not limited to National Council on Federal Disaster Assistance. ($\frac{1}{4}$ cu. ft. each year)	PERMANENT. Transfer to Federal Records Center when 5 years old. Offer to National Archives when 25 years old.
2.	Record set of reports to Congress on natural disasters. ($\frac{1}{4}$ cu. ft. each year)	PERMANENT. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 25 years old.
3.	Case files on declared natural disasters including Presidential declarations with supplements designating major disasters and Presidential statements allocating Federal Funds to alleviate hardships resulting from disasters; copies of the Federal-State agreement; citations for publications in the Federal Register; correspondence and memoranda; Termination Report, and final update of FDAA disaster funding list identifying disaster case files by FDAA file number.	
a.	Headquarters Office Files. (8 cu. ft. each year)	PERMANENT. Transfer to Federal Records Center 3 years after closing date. Offer to National Archives 25 years after closing date.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
b.	Regional Office Files.	Destroy on site 3 years after termination of agreement, or as soon after that as the Termination Report is completed.
4.	Case files on natural disaster in which assistance was requested but not declared under Public Law, includes requests for assistance, turn down correspondence, and related materials.	Transfer to Federal Records Center 2 years after turn down. Destroy 6 years after turn down.
5.	Case files on natural disasters in which no assistance was requested and was not declared under Public Law, includes correspondence, memoranda, and related materials.	Destroy on site after 3 years.
6.	Project applications received from individuals.	Destroy 5 years after completion of Termination Report.
7.	General Program Subject Files containing basic statutes, legislative proposals, legal opinions, Congressional statements, organization charts, delegations of authority, policy statements, operating procedures and instructions, minutes of meetings, decisions and recommendations, reports, interagency agreements, memoranda of understandings, and studies.	
a.	Headquarters Office Files. ($\frac{1}{4}$ cu. ft. each year)	PERMANENT. Transfer to Federal Records Center when 3 years old. Offer to National Archives 25 years after date of record.
b.	Regional Office Files.	Destroy on site when 4 years old.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
8.	Administrative procedures, informational releases and publications consisting of press releases, speeches, handbook issuances, publications, and similiar material with background material showing inception, scope and purpose.	
a.	Headquarters Office Files. (2 cu. ft. each year)	PERMANENT. Transfer to Federal Records Center when 5 years old. Offer to National Archives 25 years after date of record.
b.	Regional Office Files.	Review every 3 years. Destroy when superseded or obsolete.
9.	Office Administrative Records -- Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures and communications; the expenditure of funds, including budget papers; day-to-day administration of the office personnel, including travel; supplies and office equipment requests and receipts; and the use of office space and utilities. They may include copies of reports and other materials that do not serve as official documentation of the programs of the office.	Destroy after 2 years. Start new file at beginning of each year.