

NCD copy

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 Office of Inspector General

3. MINOR SUBDIVISION Office of Investigation

4. NAME OF PERSON WITH WHOM TO CONFER George W. Pluta

5. TEL. EXT. 138 56401

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK DATE RECEIVED JUN 28 1976 NC 1-207-7C-9 JOB NO. 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. 7-8-76 James B. Rhoads (Date) 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6-24-76 Russell J. Thompson (Signature of Agency Representative)

HUD Records Officer (Title)

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: Revision of Investigation Records Schedule Items 1.a.(1)(b) and 1.a.(2)(b), Job No 207-75-3. Both items are reduced from 3 years to 1 year. Items 1.a.(1)(a) and 1.a.(2)(a) are revised to indicate that the disposition report and synopsis of brief of report are microfilmed and that the hard copy is destroyed after verification of the microfilm. This certifies that the records described on this form in items 1.a.(1)(a) and 1.a.(2)(a) shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original microfilm shall be offered to the National Archives and Records Service. and a diazo microfilm copy per telecon w/Thompson 6-29-76 SC

Copy to Agency 7-29-76 00 Copies to 3NC-P, 4NC, 5ACC, 7NC, 6NC, 9NC-S, 10NC, NCW, 1NC, 2NC, 9NC-L, 3NC-M, 8NC 7-29-76 (D)

INVESTIGATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Investigation Case Files	
	<p>a. Files are set up by constituent organization within the Department of Housing and Urban Development, type of violation, and by number in consecutive order of receipt. Documentation on cases varies commensurate with governing agreements. In substance, the inclusive records consist of wage data, signed interview sheets and statements, affidavits, news clippings, exhibits, credit reports, income tax information, investigator's reports, (HUD, Justice and other), disposition reports, administrative forms controlling each case, and related correspondence.</p>	
	<p>(1) Investigation Case Files (Other than Title I)</p>	
	(a) Headquarters	<p>PERMANENT RECORDS. (Disposition report and synopsis or brief of report)</p>
		<p>(1) Microfilm disposition report and synopsis or brief of report 2 years after case is closed. Destroy hard copy after film is verified. Retain microfilm on site for 25 years after microfilming. Offer to National Archives <sup>27</sup> years after microfilming <del>29</del> <i>case is closed.</i></p>
		<p>(2) Transfer balance of case file (documents not microfilmed) to Federal Records Center 2 years after case is closed. Destroy 17 years after case is closed.</p>
	(b) Field Offices	<p>Destroy 1 year after case is closed.</p>

INVESTIGATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	a. (2) Investigation Case Files (FHA Title I)	
	(a) Headquarters	PERMANENT RECORDS. (Disposition report and synopsis or brief of report)
		(1) Microfilm disposition report and synopsis or brief of report 2 years after case is closed. Destroy hard copy after film is verified. Retain microfilm on site for 25 years. Offer to National Archives 25 27 years after <del>microfilming</del> . <i>case is closed. sc</i>
		(2) Transfer balance of case file (documents not microfilmed) to Federal Records Center 2 years after case is closed. Destroy 7 years after case is closed.
	(b) Field Offices	Destroy 1 year after case is closed.