

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
DATE RECEIVED	
<i>NCI 207 78</i> DEC 19 1977 <span style="float:right">6</span>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-18-78 Date	<i>James E. O'Neill</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Assistant Secretary for Policy Development & Research

3. MINOR SUBDIVISION Office of Program Planning and Administration

4. NAME OF PERSON WITH WHOM TO CONFER

Willa M. Cook, Room 8228

5. TEL. EXT.

755-5060

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE <u>10/27/77</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	E. TITLE Departmental Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">Records Disposition Schedule</p> <p align="center">Policy Development and Research Records</p> <p>This Schedule provides disposition instructions for Headquarters and any field office records produced in connection with activities conducted under Title V of the Housing and Urban Development Act of 1970 (Public Law 91-609, 84 Stat. 1784; 12 U.S.C. 17012-1). (Copy attached.)</p> <p>Title V, which consolidated previous research legislation, authorizes and directs the Secretary to undertake programs of research, studies, tests and demonstrations related to HUD missions and programs.</p> <p>HUD 1155.3 REV., Organization: Office of the Assistant Secretary for Policy Development and Research, dated November 16, 1976 (copy attached) provides relevant functional and organizational information.</p>		
	<p><i>James E. O'Neill</i> Program Concurrence <u>10-28-77</u> Date</p> <p><i>James P. Maguire</i> Legal Concurrence <u>11/7/77</u> Date</p>		

115-107

*mg sent to All FR's mg 7-20-78 20 items*  
*NNTS, NNB, NNTT, NNVB, NNVB, NNVF*

RECORDS DISPOSTION SCHEDULE 67

POLICY DEVELOPMENT AND RESEARCH RECORDS

This Schedule provides disposition instructions for Headquarters and field office records produced in connection with activities conducted under Title V of the Housing and Urban Development Act of 1970 (Public Law 91-609, 84 Stat. 1784; 12 U.S.C. 1701z-1)

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General Subject Files pertaining to the Administration and management of all Policy Development and Research activities and programs.  All Headquarters Office Files.	Break files annually. Destroy when 3 years old.
2.	Chronological files pertaining to all Policy Development and Research Activities and programs.	Break files annually. Destroy when 3 years old.
3.	Reference copies of opinions, policy and procedural issuances, interpretations, informational releases and publications, and any related published materials.	Destroy when superseded or obsolete, or when no longer needed for administrative use.
4.	General subject files (facilitative and housekeeping records).	Destroy. Use Applicable general records schedules.
5.	Project case files reflecting a complete history of each project from initiation through research, development, design, testing, and demonstration.	Transfer to Federal Records Center 3 years after satisfactory close of project that volume warrants. Destroy 6 years after satisfactory close of project.

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POLICY DEVELOPMENT AND RESEARCH RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
6.	Headquarters records relating to projects determined by the Assistant Secretary for Policy Development and Research or designee to have high research value consisting of the following types of records;	<u>PERMANENT</u> Offer to the National Archives when project is satisfactorily closed and records are no longer needed for administrative purposes.
	a. One copy of each publication including final reports, summaries, and brochures, produced by or submitted to HUD in order to fulfill contract requirements.	
	b. Newspaper clippings arranged chronologically or by subject and mounted in binders.	
	c. News releases, arranged chronologically.	
	d. Speeches of the Secretary, Assistant Secretary, or project director, arranged chronologically or by subject.	
	e. Slides, photographs, motion pictures and other audiovisual records which meet the criteria for permanent records in GRS 21, items 1a and 2a.	
	f. Plans, drawings, and other cartographic records which are maintained separately from the case files and which meet the criteria for permanent records in GRS 22.	

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
7.	Disapproved and withdrawn applications and proposals, on which no contract was executed.	Destroy 3 years after disapproval or withdrawal.
8.	Cancelled, suspended, or terminated projects, on which a contract was executed.	Destroy 3 years after close of final audit and settlement of account.
9.	Economic and Market Analysis Records	
	a. Housing Market Analyses	
	(1) Record copy of published housing market analysis reports or final report if not published used by Federal officials in determining actions to be taken regarding the housing market. Headquarters or field offices.	PERMANENT. Offer to the National Archives or appropriate Regional Archives Branch when 15 years old.
	(2) Background files for the housing market analysis reports consisting of drafts, notes, questionnaires and other working papers.	Transfer to Federal Records Center when 6 years old. Destroy when 15 years old.
	b. Approved schedules of maximum income limits. Files contain record copies of statutory income limit approvals, including separate approval forms for individual localities and counties, and group approval documents in the form of memoranda and computer print-out lists. Schedules pertain to the following programs: (1) Rent Supplement;	Destroy when 6 years old.

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	<p>(2) Regular Section 235 and 236;                      (3) Section 221(d)(3) Below-Market Interest Rate (BMIR); (4) exception limits for sections 235 and 236;                      (5) Housing and Community Development Act, Section 235; (6) HCD Act, Section 236; (7) HCD Act, Section B Low Income; and (8) HCD Act, Section 8 Very Low Income.</p>	
c.	<p>Unsold Inventory Survey. Files contain record copies of summary sheets of Survey data by standard Metropolitan Statistical Area, including price distribution and National Summaries listing totals only.</p>	<p>Destroy when superseded or obsolete.                      Review annually.</p>
d.	<p>Postal Vacancy Survey. Files contain records copies of Summary Reports for individual localities and semi-annual National Summaries.</p>	<p>Destroy when superseded or obsolete.                      Review annually.</p>
e.	<p>General Economic and Market Analysis Correspondence and Administrative files. Files include correspondence with HUD field offices, Federal agencies, private organizations and individuals.</p>	<p>Break files annually. Maintain current and 2 preceding years, and then destroy.</p>
f.	<p>Reference files pertaining to the Market analysis function. Files include economic, population, and real estate data; census data and vital statistics; real estate and economic library materials; published reports; administrative and technical issuances; and instructive material used as a working tool in market analysis research.</p>	<p>Destroy when superseded or obsolete.                      Review annually.</p>