

Recd NCU 1 Jun 78

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

LEAVE BLANK	
JOB NO	<b>NC1 207 78 9</b>
DATE RECEIVED	<b>8 JUN 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<b>JUN 14 1978</b> <i>James E. O'Heil</i> ACTING Archivist of the United States

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 General Counsel

3. MINOR SUBDIVISION  
Litigation Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Arthur J. Gang, Associate General  
Counsel for Litigation

5. TEL EXT  
755-7120

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 1 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 5/31/78	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>RECORDS DISPOSITION SCHEDULE 2</p> <p>LEGAL RECORDS</p> <p>This revises HUD Records Schedule 2, item 31. The rewritten item provides more precise and workable disposition instructions for the Department's Litigation Case Files. The conduct of litigation to which the Secretary, or any other official or employee of the Department, is a party, is reserved to the Department of Justice under the direction of the Attorney General (28 U.S.C. 516). It is the mission of HUD to assist the Department of Justice in the effective preparation and presentation of the Department's position in litigation. The Litigation Division of the Office of General Counsel has overall responsibility for legal services required in connection with litigation brought by or against the Department, its officials and employees. However, because of the large and growing volume of such litigation, various categories of cases are assigned for processing to other Divisions within the Office of General Counsel, and to Regional Counsels. These instructions cover all Departmental litigation case files.</p> <p><i>Andrew E. Latvala</i> Program and Legal Concurrence Andrew E. Latvala, GA</p> <p style="text-align: right;">5/31/78 Date</p>	II-NNA-2115, item 1	

115-10 *Copies to Agency, NNF and all FRC 6/21/78 3 items*

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RECORDS DISPOSITION SCHEDULE 2

LEGAL RECORDS

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
31.	Official Litigation Case Files. Each file contains all documents and correspondence pertaining to any case in which a Department official or employee is a party, from filing of complaint until entry of final judgment.	
a.	Official litigation case files specifically identified by the Associate General Counsel for Litigation as having unusual significance for the Department. Such cases will be segregated by Headquarters Litigation personnel prior to transfer to the Federal Records Center.	Break file 90 days after entry of final judgment. Retain in Office of General Counsel inactive files for 1 year after entry of final judgment. Retire to Federal Records Center 1 year after entry of final judgment. Destroy 7 years after entry of final judgment.
b.	All other official litigation case files.	Break file 90 days after entry of final judgment. Retain in Office of General Counsel inactive files for 1 year following entry of final judgment. Retire to Federal Records Center 1 year after entry of final judgment. Destroy 4 years after entry of final judgment.
c.	Unofficial reference copies of litigation documents, and copies of issuances.	Destroy when superseded or obsolete, or when no longer needed for administrative or reference use. Do not retire to Federal Records Center.