

REC'D N - U 12/11/78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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 the Secretary

3. MINOR SUBDIVISION
HUD Board of Contract Appeals, SB

4. NAME OF PERSON WITH WHOM TO CONFER
Michael F. Burke
Chief Administrative Judge

5. TEL EXT
755-6318

LEAVE BLANK

JOB NO
NCI 207 79 1

DATE RECEIVED
4 DEC 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-11-78 *James B. Blake*
Date Archivist of the United States

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 11/16/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i>	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
1,	<p>RECORDS DISPOSITION SCHEDULE 62 OFFICE OF THE SECRETARY HUD BOARD OF CONTRACT APPEALS</p> <p>This new item provides disposition instructions for all files of the HUD Board of Contract Appeals ("Board"). The Board issues final decisions for the Secretary in all contract disputes which are appealable to the Court of Claims up to a minimum of six (6) years after the date of issue. The Board also issues decisions in other administrative appeals that become final 30 days after issue.</p> <p><u>DESCRIPTION OF RECORDS</u> Official Board appeal files. Each file contains all documents, exhibits, transcripts of hearing and correspondence pertaining to any case appealed to the Board from notice of appeal to final decision or order.</p> <p><u>DISPOSITION</u> Break file 90 days after entry of final order or decision. Retain in Board's inactive files for 2 years after entry of final order or decision. Retire to Federal Records Center thereafter, or when volume warrants. Destroy 8 years after entry of final order or decision.</p> <p><i>Michael F. Burke</i> Program and Legal Concurrence 11/16/78</p>		<p><i>jkf</i> Per conversation with Bob Devlin 12/6/78</p>

sent to Agency, now, MWF
MFB 12-14-78

1 item