

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2004019 MAR 17 1979

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, Rm. 719 Logan Bldg.,
1111-18th St., N.W., Wash., D.C.

5. TEL EXT
634-7810

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| LEAVE BLANK |
| JOB NO NCI-207-79-5 |
| DATE RECEIVED 15 MAR 1979 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |
| 12-14-79 <i>[Signature]</i> Date <i>[Signature]</i> 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 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.

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|--------------------------|---|---|
| C. DATE 3/9/79 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | E. TITLE Departmental Records Management Officer |
|--------------------------|---|---|

| 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 .70</p> <p>DISASTER TEMPORARY HOUSING FUNCTION RECORDS</p> <p>The Federal Disaster Assistance Program is a coordinated and unified effort carried out by several Departments and agencies under the broad direction of the Federal Disaster Assistance Administration (FDAA). The FDAA exercises the delegated authority to supplement the efforts and resources of State and local governments in alleviating suffering, hardship, and damage caused by disasters. At the request of the Governor of a State, the President determines whether a declaration of a "major disaster" or "emergency" will be made in the State. Such a presidential declaration makes available the assistance authorized by PL 93-288 as well as other disaster relief assistance from individual agencies under separate legislative authority.</p> <p>Following the declaration, the FDAA Administrator may authorize the provision of temporary housing by a Notice to Proceed to the Assistant Secretary for Housing. The Assistant Secretary for Housing then issues a housing mission assignment (the job of providing temporary housing to disaster victims and the relocation of families temporarily housed into permanent dwellings) to the Regional Administrator. A Disaster Field Office (DFO) is established for the purpose of implementing the temporary housing assistance program.</p> | | 16 items |

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RECORDS DISPOSITION SCHEDULE
70
DISASTER TEMPORARY HOUSING FUNCTION

This records disposition schedule covers all Headquarters and Field Office records generated as a result of the Department's Disaster Temporary Housing Program. It also covers records generated as a result of the Department's defense planning activities.

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|-----------------|---|--|
| 1. | General Correspondence Files. | |
| a. | Headquarters general subject files, including correspondence relating to individual housing missions. | |
| (1) | General Correspondence relating to Disaster Temporary Housing Program development and evaluation, legislative background, special projects, disaster pre-declaration activities, damage assessment, existing resources, repair programs, disaster training, and all aspects of disaster response. | Break files annually. Destroy when superseded or obsolete, or when 3 years old. |
| (2) | General correspondence relating to individual housing missions. | Break files annually. Retire to Federal Records Center any time after closeout of Disaster Field Office that volume warrants. Destroy 3 years after closeout of Disaster Field Office. |

*item 1a
withdrawn
per
MG &
RP 12-7-79*

APPENDIX 70

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RECORDS DISPOSITION SCHEDULE

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DISASTER TEMPORARY HOUSING FUNCTION

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|-----------------|--|--|
| b. | Disaster Field Office (DFO)- Director's Office Files. Files maintained in the Director's Office, covering overall administrative, management, program, and information functions. These files include delegations of authority, mission assignments, and official correspondence with state and local governments. | Break files annually. Transfer to appropriate Field Office upon closeout of DFO. Retain at Field Office for 1 year following closeout of DFO. If volume warrants, retire to Federal Records Center. Destroy 3 years after closeout of DFO. |
| c. | DFO Administrative Files. Include DFO copies of general administrative files pertaining to personnel, time and attendance, administrative services, travel and transportation, procurement, and fiscal and accounting records. | Break files annually. Transfer to appropriate Field Office upon closeout of DFO. Retain at Field Office for 1 year following closeout of DFO. If volume warrants, retire to Federal Records Center. Destroy 6 years after closeout of DFO. |
| 2. | DFO Temporary Housing Function Program Files. These files cover the entire process of applicant assistance in the Temporary Housing Program as well as any additional DFO mission assignment activity, such as mobile home operations, supplemental assistance, or minimal repair. | |

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RECORDS DISPOSITION SCHEDULE

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DISASTER TEMPORARY HOUSING FUNCTION

| Item No. | Description of Records | Disposition |
|----------|--|--|
| a. | Master occupant/applicant files, containing all occupant-related documents. | Forward to appropriate Field Office upon closeout of DFO. Retain at Field Office for 1 year. If volume warrants, retire to Federal Records Center 1 year after closeout of DFO. Destroy 6 years after closeout of DFO. |
| b. | Working field applicant/occupant files, containing duplicate copies of occupant-related documents. | Destroy upon termination of occupant assistance. |
| c. | Control records and logs relating to temporary housing function program files. | Same as master occupant/applicant files. |
| 3. | Accountable Officers' Financial Files. Statements of transactions, accountability, collection schedules and vouchers, disbursement vouchers, and all other schedules and vouchers processed and maintained by the Regional Accounting Division or the Headquarters Office of Finance and Accounting, Disaster Accounting Activity. | Apply provisions of General Records Schedule 6. |
| 4. | Reports Files, containing copies of reports initiated by all components of the DFO. | Same as general correspondence files. Destroy 3 years after closeout of DFO. |
| a. | Official office file copy. | Same as general correspondence files. Destroy 3 years after closeout of DFO. |

*Change per
D Wore + R
Pewler 10-2-79*

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RECORDS DISPOSITION SCHEDULE
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DISASTER TEMPORARY HOUSING FUNCTION

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|-----------------|---|---|
| | b. Information and reference copies. | Destroy as part of closeout activities of DFO. |
| 5. | <p>Disaster Photography Library. Contains photographs and slides of disaster situations and of assistance provided. Used primarily for publicity and training purposes.</p> <p>The original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color photograph.</p> <p>Review annually and select representative photographic coverage of disaster situations and assistance programs.</p> | |
| | a. Selected Photographs. | PERMANENT. Break file annually and offer to the National Archives 5 years thereafter, or when no longer needed, whichever occurs first. |
| | b. Photographs not selected. | Destroy when no longer needed for administrative purposes. |
| | c. Additional duplicate prints of a. | Destroy when no longer needed. |

*Item 5
withdrawn
per M.G. & R.D.
12-7-79*

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RECORDS DISPOSITION SCHEDULE

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DISASTER TEMPORARY HOUSING FUNCTION

| Item No. | Description of Records | Disposition |
|----------|---|---|
| 6. | Headquarters Mobile Home and Travel Trailer Records. Includes copies of correspondence and procedures on mobile home program operations-- acquisitions, excessing, sales, and transfers; technical standards and guides; specimen contracts and procurement documents; data on mobile home programs at disaster sites; and working papers on Handbooks and other issuances. | Break files annually, and review for and destroy all superseded or obsolete procedural material or working papers. Destroy all other files when 6 years old. |
| 7. | Headquarters Mobile Home Storage Records, including correspondence on mobile home and travel trailer accountability and inventory, disposition, technical standards, and management reviews; copies of contracts with research and development organizations; and miscellaneous housekeeping materials. | Break files annually, and dispose of all superseded or obsolete material. Destroy when three years old. |
| 8. | Storage Center Mobile Home Records, including official records relating to purchase, contracts, maintenance, bills of lading, inspection reports, dispatch tickets, requests for shipment, waivers and permits, and all other related records. | Retain during active life of mobile home or travel trailer. After excessing or sale, retain for two years, then retire to Federal Records Center. Destroy 6 years after excessing or sale of trailer. |

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