

Sub P 15 Mar 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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JOB NO NCL-207-79-6	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 9-14-79	<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)
 Department of Housing and Urban Development

2. MAJOR SUBDIVISION
 Community Planning and Development

3. MINOR SUBDIVISION
 Office of Management

4. NAME OF PERSON WITH WHOM TO CONFER
 Rufus E. Point, Room 7151

5. TEL EXT
 755-5983

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 13 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 3/8/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert A. DeWine</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
	<p>COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS RECORDS DISPOSITION SCHEDULE 69</p> <p>The Secretary of the Department of Housing and Urban Development is authorized to make grants to units of local government and States for the funding of local community development programs.</p> <p>Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) and the Housing and Community Development Act of 1977 (P.L. 95-128) authorize Federal aid to promote sound community development. Public Law 93-383 established a program of Community Development Block Grants, and amended and extended laws relating to housing and urban development.</p> <p>The Community Development Block Grant (CDBG) program provides funds to cities, counties, towns and states for the primary purpose of developing viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.</p>		

115-107 *Copy sent to agency 9/18/79 JRF*
Closed Out - 1-21-80 JF

36 items

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	<p>Metropolitan cities and urban counties are entitled to funding on the basis of a needs formula which takes into consideration poverty, population, overcrowded housing, growth lag, and the age of the housing stock. Metropolitan cities are central cities of Standard Metropolitan Statistical Areas (SMSAs) and other cities with a population of at least 200,000 in their unincorporated areas, or their incorporated areas where they have authority either under State law or through cooperation agreements with local governments, to carry out essential community development and housing assistance activities.</p> <p>Smaller communities as well as States may apply for discretionary grants. Grants may be made for either single-purpose projects or activities or for comprehensive programs.</p> <p>In addition, severely distressed cities and urban counties may receive urban development action grants to help alleviate physical and economic deterioration through reclamation of neighborhoods having excessive housing abandonment or deterioration, and through community revitalization in areas with population outmigration or a stagnating and declining tax base.</p> <p>Eligible activities under all of the above programs include: acquisition and disposition of land; construction of public works and facilities, such as water and sewer facilities, neighborhood facilities, senior centers, centers for the handicapped, and pedestrian malls; certain public services; rehabilitation of housing; and economic development activities. Communities may carry out activities directly with block grant funds or contract with nonprofit organizations or local development corporations.</p> <p>An application must include an assessment of the community's housing and community development needs, a strategy for meeting those needs, a three-year community development activity program, and a housing assistance plan for low- and moderate-income persons.</p> <p>HUD also assists State and local governments and metropolitan and nonmetropolitan areawide planning organizations by providing grant assistance for planning activities. Grants are made to develop an ongoing comprehensive planning process which will lead to the development of a locally determined comprehensive plan; develop a system of policy planning and evaluation as</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
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	<p>as part of the planning process, develop a management capability to implement the plan; and provide coordination among the various functional planning programs under way at all levels of government to prevent duplication of effort and provide a unified approach in addressing needs.</p> <p>Grants may be made to States for statewide planning and assistance to cities and other municipalities with less than 50,000 population; Indian tribes; counties and metropolitan and nonmetropolitan areawide planning organizations.</p> <p>This schedule provides disposition instructions for Headquarters and Field Office records relating to the following CPD grant programs:</p> <p>Community Development Block Grants</p> <p>Comprehensive Planing Grants (Records Schedule 26, NARS Job No. II-NN-162-33 will be superseded).</p> <p>Urban Development Action Grants</p> <p>This schedule will also cover records generated as a result of HUD's earlier categorical and special grant programs, including:</p> <p>Demonstration Grant Program (Records Schedule 23, NARS Job No. II-NN-3590, approved 2/8/62 will be superseded).</p> <p>Low Income Housing Demonstration Grants (Records Schedule 32, NARS Job No. NN-166-122, Approved 3/14/66 will be superseded).</p> <p>Model Cities Grants</p> <p>Neighborhood Development Grants</p> <p>Urban Mass Transportation Grants (Records Schedule 34, NARS Job No. NN-167-10, Approved 9/19/67 will be superseded).</p> <p>Urban Renewal Grants (Records Schedule 25, NARS Job No. NN-166-149 will be superseded).</p> <p>Urban Studies Fellowship Grants</p>		

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
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	<p>Water and Sewer Facilities Grants (Records Schedule 65, NARS Job No. NC1-207-76-10 will be superseded).</p> <p>Workable Programs for Community Improvement (Records Schedule 24, NARS Job No. NC-174-226 will be superseded).</p> <p>In the case of the Neighborhood Facilities Grant Program, there is a statutory prohibition on conversion of the facility, without the Secretary's approval, for a period of 20 years after the grant has been made (see Section 703(d) of the Housing and Urban Development Act of 1965, Attachment 1).</p> <p>In the case of the Open Space Land Program, a similar prohibition against conversion appears in the statute, but it has no term (Section 704, Housing Act of 1961, as amended, Attachment 2).</p> <p>As part of a pending statute review, this Department's Office of General Counsel will suggest a statute revision lifting the limiting provisions listed above. Pending such revision, the records disposition schedule for CPD grant programs must incorporate the following provisions:</p> <p style="padding-left: 40px;">Neighborhood Facilities Grants (Records Schedule 57, NARS Job No. NN-174-013 will be superseded).</p> <p style="padding-left: 40px;">Approved Neighborhood Facilities application and performance files, with related control documents:</p> <p style="padding-left: 80px;">Destroy 26 years after grant closeout. Review status of files and statutory provision annually, until conversion provision has been deleted from statute. Then apply provisions of approved schedule.</p> <p style="padding-left: 40px;">Open Space, Urban Beautification, and Historic Preservation Grants (Records Schedule 58, NARS Job No. NN-174-016 will be superseded).</p> <p style="padding-left: 40px;">Approved Open Space, Urban Beautification, and Historic Preservation grantee application and performance files, with related control documents:</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
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	<p>Destruction cannot be authorized at this time because of statutory prohibition. Review files and statutory provisions annually, until conversion provisions have been deleted from statute. Then apply provisions of approved schedule.</p> <p>Public Facilities Loans (NARS Job No. NN-162-45, superseded by NARS Job No. NC-207-76-4) and Rehabilitation Loans and Grants. (Records Schedule 66, NARS Job No. NC-1-207-78-8 are scheduled separately.</p>		

CONVERSION TABLE

PROPOSED CPD GRANTS SCHEDULE	SUPERSEDED HUD SCHEDULE		SUPERSEDED NARS JOBS	
Item No.	Schedule No.	Item No.	Job No.	Item No.
1.a.	26	6.a.(1)	NN-162-33	6.a.(1)
	23	4	II-NN-3590	4
	32	5.a.	NN-166-122	5.a. - d.
	34	9.a.	NN-167-10	9.a. - d.
	57	5.a.	NN-174-13	5.a.
	58	5.a.	NN-174-16	5.a.
	25	1.a.	NN-166-149	Pt. I.A. Items 1,2, 3, 4, & 5
	65	1.a.	NC1-207-76-10	1.a.
	24	3.a.	NC-174-226	3.a.
	1.b.	26	6.a.(2)	NN-162-33
23		4	II-NN-3590	4
32				
34				
57		5.b.	NN-174-13	4.b.
58		5.b.	NN-174-16	5.b.
25		1.b.	NN-166-149	Pt. I.A. Items 1,2, 3, 4, & 5
65		1.b.	NC1-207-76-10	1.b.
24		3.b.	NC-174-226	3.b.

2 Not specifically covered in previous schedules.

CONVERSION TABLE

PROPOSED CPI GRANTS SCHEDULE	SUPERSEDED HUD SCHEDULE	SUPERSEDED NARS JOBS			
Item No.	Schedule No.	Item No.	Job No.	Item No.	
3.	26	2 & 3	NN-162-33	2 & 3	
	23	3	II-NN-3590	3	
	32	5.e.f.	NN-166-122	5.f.f.	
	34	9.e.f.	NN-167-10	9.f.f.	
	57	4	NN-174-13	4	
	58	4	NN-174-16	4	
	65	2	NCl-207-76-10	2	
	24	5	NC-174-226	5	
	4.	26	7.a. & 7.b	NN-162-33	7
		23	5.a. & 5.b	II-NN-3590	5
32		5.f.e.	NN-166-122	5.f.e.	
34		9.f.e.	NN-167-10	9.f.e.	
57		6.a. & 6.b	NN-174-13	6.a. & 6.b.	
58		6.a. & 6.b	NN-174-16	6.a. & 6.b.	
25		6.a. & 6.b	NN-166-149	Pt. I. A. Item 6	
65		7	NCl-207-76-10	7	
24		4.a. & 4.b.	NC-174-226	4.a. & 4.b.	
5.a.		26	1.c.	NN-162-33	1.c.
	23	1.e.(1) & (2)	II-NN-3590	1.e.(1) & (2)	
	32	1.a.(2)c.	NN-166-122	1.c.	
	34	1.c.	NN-167-10	1.c.	
	57	2	NN-174-13	2	
	58	2	NN-174-16	2	
	65	4	NCl-207-76-10	4	
	5.b.	26	1.b.	NN-162-33	1.b.
23		1.e. (1)&(2)	II-NN-3590	1.e.(1) & (2)	

PROPOSED CPD GRANTS SCHEDULE	SUPERSEDED HUD SCHEDULE		SUPERSEDED NARS JOBS	
Item No.	Schedule No.	Item No.	Job No.	Item No.
	32	1.a.(2)b.	NN-166-122	1.b.
	34	1.b.	NN-167-10	1.b.
	57	2	NN-174-13	2
	58	2	NN-174-16	2
	25	7 & 11.a. & 11.b.	NN-166-149	Pt. II, Item 11
	65	4	NC1-207-76-10	4
5.c.(1)(a)&(b)	Not previously scheduled.			
5.c.(2)(a)	26	1.a.(1)&(2) & 4.b.	NN-162-33	1.a.(1) & (2) & 4.b.
5.c.(2)(b)	26	4.a.(1)&(2)	NN-162-33	4.a.(1) & (2)
5.c.(3)(a)	23	1.b.(1)&(2) 1.c.(1)&(2) 1.d.(1)-(4)	II-NN-3590	1.b.(1) & (2) 1.c.(1) & (2) 1.d.(1) - (4)
5.c.(3)(b)	32	1.a.(1)&(2)	NN-166-122	1.a.(1) & (2), 4
5.c.(3)(c)	Not previously scheduled.			
5.c.(3)(d)	Not previously scheduled.			
5.c.(3)(e)	34	1.a., 5, 7, 8	NN-167-10	1.a., 5 + 8
5.c.(3)(f)	25	7-13, 16	NN-166-149	7-13, 16
5.c.(3)(g)	Not previously scheduled.			
5.c.(3)(h)	65	3 & 5	NC-1-207-76-10	3 & 5
5.c.(3)(i)	24	1-2	NC-174-226	1-2
5.c.(4)	57	1	NC-174-13	1
5.c.(5)	58	1	NC-174-16	1
5.c.(d)	Not previously scheduled.			

TYPING GUIDE SHEET
CONVERSION TABLE

PROPOSED CPD GRANTS SCHEDULE	SUPERSEDED HUD SCHEDULE	SUPERSEDED NARS JOBS	
Item No.	Schedule No.	Item No. Job No. Item No.	
6	26	Not specifically covered previously Apply provisions of GRS.	
	23		
	32	2 & 3 NN-166-122 2 & 3	
	34	2-7 NN-167-10 2-7	
	57 & 58	Not specifically covered previously. Apply provisions of GRS.	
	25	14-15 NN-166-149 14-15 17-26 17-26	
	65	3 NCI-207-76-10 3	
	24	Not specifically covered in previous schedule. Provisions of General Records Schedules now applicable.	
	7	26	5 NN-162-33 5
		23	2 II-NN-3590 2
32		4 NN-166-122 4	
34		8 NN-167-10 8	
57		3 NN-174-13 3	
58		3 NN-174-16 3	
25		Not previously scheduled.	
65		6 NCI-207-76-10 6	
24		Not previously scheduled.	
8	Not previously scheduled.		
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U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ADMINISTRATION

TRANSMITTAL

2225.6 CHG-4

1. This Transmits:

New Records Disposition Schedule 69, Community Planning and Development Grant Records, for incorporation into Handbook 2225.6, "Records Disposition Management: HUD Records Schedules."

2. Explanation of Material Submitted:

- a. This comprehensive schedule provides disposition instructions for the records generated by all current and previous Community Planning and Development Grant Programs. Most of these records were never previously scheduled.
- b. This records disposition schedule applies to all CPD grant records currently produced and maintained in HUD offices. No such records will be retired to any Federal Records Center unless the appropriate item on this schedule is cited as the disposition authority.
- c. The standards contained in this comprehension schedule should be applied to any earlier records retired over the years to Federal Records Centers in any contingent or unscheduled category.

3. Filing Instructions:

Remove:

Table of Contents, page iii
dated 8-78.
Appendix 23 dated 6/74
Appendix 24 dated 3/76
Appendix 25 dated 6/74
Appendix 57 dated 6/74
Appendix 58 dated 6/74
Appendix 65 dated 8/78

Insert:

Table of Contents, page iii
dated
Appendix 69 dated

AMSP:DISTRIBUTION: W-3-1, R-3-2, R-4-2, R-5-2, SPECIAL
(Direct by AMSP)

-
- 67. Policy Development and Research Records
 - 68. Interstate Land Sales Registration Records
 - 69. *Community Planning and Development Grant Records*
 - 70-84. RESERVED
 - 85. Program Subject Files and Administrative Procedures
and Information Records
 - 86. Low-Rent Housing Records Retention Plan
 - 87. Non-Record Material and Temporary Records Common to
Most Offices

APPENDIX 69

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RECORDS DISPOSITION SCHEDULE

69

COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General subject files pertaining to the administration and management of all Community Planning and Development activities and programs.	
	a. Headquarters Central Subject Files.	Break files annually. Retain for 2 years after files break, then retire to Federal Records Center. Destroy when 6 years old.
	b. All other official CPD subject files, including those in Headquarters, Regional, and Area Offices.	Break files annually. Destroy when 3 years old.
2.	Chronological files pertaining to all CPD activities and programs.	
	a. Headquarters Central Chronological Files.	Break files annually. Retain for 2 years after files break then retire to Federal Records Center. Destroy when 6 years old.
	b. All other chronological files.	Break files annually. Destroy when 3 years old.
3.	General administrative files (Facilitative and housekeeping records).	Destroy in accordance with applicable General Records Schedule.
4.	Reference copies of legal opinions, policy and procedural issuances, interpretations, informational releases and publications, and any related published materials maintained	Destroy when superseded or obsolete, or when no longer needed for reference purposes. Do not retire to Federal Records Center.

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RECORDS DISPOSITION SCHEDULE

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	<p>in CPD offices. Official Record copies of such items are covered elsewhere in the Departmental Records Disposition Schedules, and they are typically scheduled for transfer to the National Archives for permanent retention.</p>	
5.	<p>Official Departmental Grantee Application, Review, Approval, and Performance Documentation Files, containing the official Departmental record copies of all approval actions.</p>	
	<p>These documentation packages encompass the following steps for all CPD grant programs: Applicant Eligibility Determination; Application Preparation; Application Submission; Review, Negotiation, and Application Modification Process; Award Process; Contract Execution; Amendments to Applications; Scheduling, Performance, Reporting and Completion of Grant Project Activities; and Grant Closeout Procedures.</p>	
	<p>a. Disapproved and withdrawn applications and proposals, on which no contract was executed.</p>	<p>Segregate in inactive file upon disapproval or withdrawal. Retire to Federal Records Center 1 year after disapproval or withdrawal, or any time after disapproval or withdrawal that volume warrants. Destroy 3 years after disapproval or withdrawal.</p>

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* RECORDS DISPOSITION SCHEDULE
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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item No.	Description of Records	Disposition
b.	Cancelled, suspended, or terminated projects, on which a contract was executed.	Segregate in inactive file after final audit, and settlement of account. Retire to Federal Records Center 1 year after final audit and settlement of account, or any time thereafter that volume warrants. Destroy 3 years after final audit and settlement of account.
c.	Headquarters and/or Field Office approved grantee application, review, approval, and performance files.	
	(1) Community Development Block Grants	
	(a) Entitlement Grants.	Maintain on a triennial basis at official files station until end of the three year period covered by the Community Development and Housing Plan Summary or, where applicable, until grant closeout, then transfer to inactive file. Retire to Federal Records Center 1 year after end of the three year period or, where applicable, 1 year after grant closeout, or any time after such events that volume warrants. Destroy 6 years after the end of the program year or, where applicable 6 years after grant closeout.
	(b) Discretionary Grants.	Maintain at official files *

APPENDIX 69

* RECORDS DISPOSITION SCHEDULE

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	grams specifically including:	after grant closeout that volume warrants. Destroy 3 years after closeout.
	(a) Demonstration Grant	
	(b) Low Income Housing Demonstration Grants	
	(c) Model Cities Grants	
	(d) Neighborhood Development Grants.	
	(e) Urban Mass Transportation Grants	
	(f) Urban Renewal Grants	
	(g) Urban Studies Fellowship Grants	
	(h) Water and Sewer Facilities Grants	
	(i) Workable Programs for Community Improvement.	
(4)	Headquarters and/or Field Office approved grantee application and performance files for Neighborhood Facilities Grants.	Maintain at official files station until grant closeout, then transfer to inactive file. Retire to Federal Records Center 1 year after grant closeout, or any time after grant closeout that volume warrants. Destroy 23 years after grant closeout.

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RECORDS DISPOSITION SCHEDULE

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(5) Headquarters and/or Field Office approved grantee application and performance files for Open Space, Urban Beautification and Historic Preservation	No disposition can be specified at this time. Maintain at official files station until grant closeout, then transfer to inactive file. Retire to Federal Records center 1 year after grant closeout, or any time after grant closeout that volume warrants.
	d. Program and technical review and processing copies of grantee application packages, and all related work papers that typically accumulate at each step in the review process, but that do not constitute the Department's official file containing the record copies of all approval actions.	Destroy files upon notification of project or grant closeout, or when no longer needed for review and evaluation purposes.
6.	Routine financial accounting files relating to CPD Grant Programs, and maintained by the Headquarters Office of Finance and Accounting, and/or by the Regional Accounting Division.	
	a. Accountable officers' files.	Apply provisions of General Records Schedule 6, item 1.a.
	b. Memorandum or extra copies of accountable officers' returns.	Apply provisions of General Records Schedule 6, item 1.b.
7.	Control records used to document actions taken from filing of application to project closeout.	Same as related application, review, approval, and performance documentation files.*

* RECORDS DISPOSITION SCHEDULE
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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item No.	Description of Records	Disposition
(5)	Headquarters and/or Field Office approved grantee application and performance files for Open Space, Urban Beautification and Historic Preservation	No disposition can be specified at this time. Maintain at official files station until grant closeout, then transfer to inactive file. Retire to Federal Records center 1 year after grant closeout, or any time after grant closeout that volume warrants.
d.	Program and technical review and processing copies of grantee application packages, and all related work papers that typically accumulate at each step in the review process, but that do not constitute the Department's official file containing the record copies of all approval actions.	Destroy files upon notification of project or grant closeout, or when no longer needed for review and evaluation purposes.
6.	Routine financial accounting files relating to CPD Grant Programs, and maintained by the Headquarters Office of Finance and Accounting, and/or by the Regional Accounting Division.	
a.	Accountable officers' files.	Apply provisions of General Records Schedule 6, item 1.a.
b.	Memorandum or extra copies of accountable officers' returns.	Apply provisions of General Records Schedule 6, item 1.b.
7.	Control records used to document actions taken from filing of application to	Same as related application, review, approval, and performance documentation files. *

APPENDIX 69

RECORDS DISPOSITION SCHEDULE

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item
No.Description of RecordsDisposition

8.

Community Planning and Development Automated Systems and the related documentation required to service them.

- a. Newly established CPD automated systems, not covered in this Records Disposition Schedule.

Prepare Standard Form 115, Request for Records Disposition Authority to cover new automated system. Submit through CPD's Data Systems and Statistics Division to the Departmental Records Management Officer. Attach a copy of the record layout and the Glossary of Terms/General Purpose Format.

- b. The following automated system is "permanent."

- (1) Rehabilitation Loans and Grants System (R 84).

- (a) System documentation, including a copy of the record layout and glossary of terms.

Permanent. Transfer a copy to the National Archives, together with a copy of the current master file.

- (b) System documentation maintained by HUD including all technical documents identified in HUD's ADP Documentation Standards manual.

Destroy 3 years after system is eliminated from inventory of active systems.

(Six months after this page)

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APPENDIX 69

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RECORDS DISPOSITION SCHEDULE
69

COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item No.

Description of Records

Disposition

8. Community Planning and Development Automated Systems and the related documentation required to service them.

a. Potentially permanent systems. Operational or superseded systems determined by the Assistant Secretary for Community Planning and Development or designee to have high research value.

Contact the Departmental Records Management Officer through the Data Systems and Statistics Division immediately if a system's documentation and master file are to be offered to the National Archives. Provide him/her with a copy of the record layout and the Glossary of Terms/General Purpose Format, together with a brief written explanation of the long-term research values of the System.

b. The following automated system is "permanent."

(1) Rehabilitation Loans and Grants System (R 84).

(a) System documentation, including a copy of the record layout and glossary of terms.

Permanent. Transfer a copy to the National Archives, together with a copy of the current master file.

(b) System documentation maintained by HUD including all technical documents identified in HUD's ADP Documentation Standards manual.

Destroy 3 years after system is eliminated from inventory of active systems.

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APPENDIX 69

* RECORDS DISPOSITION SCHEDULE 69

COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

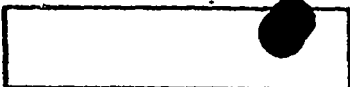
Item No.	Description of Records	Disposition
	project closeout.	
8.	Community Planning and Development machine-readable records and the related documentation required to service them.	
	a. Operational or superseded systems determined by the Assistant Secretary for Community Planning and Development or designee to have high research value, including:	Contact the Departmental Records Management Officer through the Data Systems and Statistics Division immediately if a system's documentation and master file are to be offered to the National Archives. Provide him/her with a copy of the record layout and the Glossary of Terms/General Purpose Format, together with a brief written explanation of the long-term research values of the System.
	(1) Open Space System	
	(2) Rehabilitation Loans and Grants System (R 84)	
	(3) Water and Sewer Directory System	
	(4) Urban Renewal Directory System (CO 6)	
	Disposition instructions for these systems are:	
	(1) Documentation File	Permanent. Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Transfer to the National Archives 3 years after system is eliminated from inventory of active systems.
	(2) Input Documents	
	(a) Copies of forms and reports in-	Destroy after data has been entered into system and *

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RECORDS DISPOSITION SCHEDULE
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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(c) Input Documents. Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified.
	(d) Input Documents. Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule.
	(e) Processing Files. Initial, Intermediate or Valid Transaction Data.	Scratch after third update cycle.
	(f) Processing Files. Publication and Print Files.	Apply provisions of General Records Schedule (GRS) 20, Items 20 and 21.
	(g) Master Files. Copy of current master file.	Transfer a PERMANENT copy of the current master to the National Archives immediately and future updates on an annual basis.
	(h) Master files retained in HUD tape library.	Scratch after third update cycle. Destroy final version of master 3 years after system is eliminated from inventory of active systems.
	(i) Printouts and other output reports.	Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. *



RECORDS DISPOSITION SCHEDULE

69

COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item No.

Description of Records

Disposition

tended to serve solely as inputs to the system.

verified.

(b) Documents that are part of official record files covered elsewhere in this schedule.

Destroy in accordance with relevant instructions in this schedule.

(3) Processing Files

(a) Initial, Intermediate or Valid Transaction Data.

Scratch after third update cycle.

(b) Publication and Print Files.

Apply provisions of General Records Schedule (GRS) 20, Items 20 and 21.

(4) Master File

(a) Operational Systems in a processing mode.

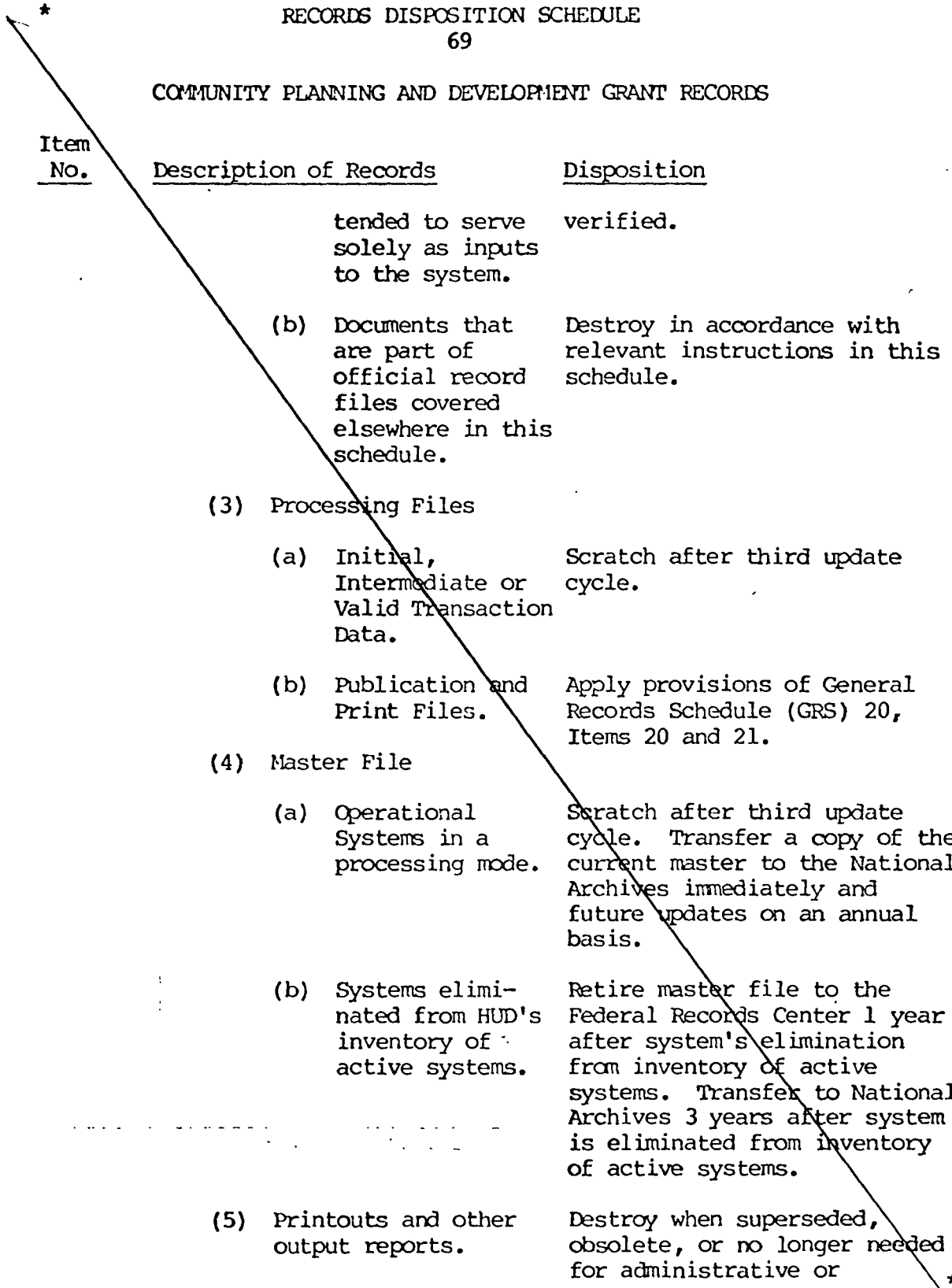
Scratch after third update cycle. Transfer a copy of the current master to the National Archives immediately and future updates on an annual basis.

(b) Systems eliminated from HUD's inventory of active systems.

Retire master file to the Federal Records Center 1 year after system's elimination from inventory of active systems. Transfer to National Archives 3 years after system is eliminated from inventory of active systems.

(5) Printouts and other output reports.

Destroy when superseded, obsolete, or no longer needed for administrative or



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RECORDS DISPOSITION SCHEDULE

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
c.	The following Automated Systems are "Disposable."	
(1)	Community Development Block Grant (CDBG) Discretionary Balance Study System, 1975 (C 29).	
(2)	Community Development Block Grant (CDBG) Discretionary Balance Study System, 1976 (C 30).	
(3)	Community Development Block Grant (CDBG) Discretionary Grants System (C 20).	
(4)	Community Development Block Grant Entitlement Determination System (D 98).	
(5)	Community Development Block Grant (CDBG) Funding Survey System (C 15).	
(6)	Community Development Block Grant (CDBG) Grantee Performance System (C 21).	
(7)	Community Development Block Grant (CDBG) Management System (C 11).	
(8)	Community Development Block Grant (CDBG) Program Evaluation System (C 16).	
(9)	Comprehensive Planning Assistance Data System (CPADS) (C 23).	
(10)	Comprehensive Planning Fund	

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item No.

Description of Records

Disposition

reference purposes.

b. All other operational or superseded CPD systems, including:

- (1) Community Development Block Grant (CDBG) Discretionary Balance Study System, 1975 (C 29).
- (2) Community Development Block Grant (CDBG) Discretionary Balance Study System, 1976 (C 30).
- (3) Community Development Block Grant (CDBG) Discretionary Grants System (C 20).
- (4) Community Development Block Grant Entitlement Determination System (D 98).
- (5) Community Development Block Grant (CDBG) Funding Survey System (C 15).
- (6) Community Development Block Grant (CDBG) Grantee Performance System (C 21).
- (7) Community Development Block Grant (CDBG) Management System (C 11).
- (8) Community Development Block Grant (CDBG) Program Evaluation System (C 16).
- (9) Comprehensive Planning Assistance Data System (CPADS) (C 23).
- (10) Comprehensive Planning Fund

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	Allocation System (C 10).	
(11)	Land Acquisition/Relocation System (LARS) (C 12).	
(12)	Community Development Block Grant (CDBG) Entitlement Determination System (C 13).	
(13)	Community Development Block Grant (CDBG) Housing Assistance Plan System (HAPS-1976) (C 25).	
(14)	Rehabilitation Section 312 Returned Loan Analysis System (C 31).	
(15)	Community Development Block Grant (CDBG) Discretionary Applications Analysis System.	
(16)	Community Development Block Grant (CDBG) Discretionary Balance Study System, 1977 (C 32).	
(17)	Community Development Block Grant (CDBG) Entitlement Applications Analysis System.	
(18)	Community Planning and Development (CPD) Programs Fund Assignment System (C 27).	
(19)	Community Planning and Development (CDP) Workload Indicators System (C 22).	
(20)	Comprehensive Planning Assistance Directory System (C 17).	
(21)	Open Space System.	

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RECORDS DISPOSITION SCHEDULE
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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item No.	<u>Description of Records</u>	<u>Disposition</u>
	Allocation System (C 10).	
(11)	Land Acquisition/Relocation System (IARS) (C 12).	
(12)	Community Development Block Grant (CDBG) Entitlement Determination System (C 13).	
(13)	Community Development Block Grant (CDBG) Housing Assistance Plan System (HAPS-1976) (C 25).	
(14)	Rehabilitation Section 312 Returned Loan Analysis System (C 31).	
(15)	Community Development Block Grant (CDBG) Discretionary Applications Analysis System.	
(16)	Community Development Block Grant (CDBG) Discretionary Balance Study System, 1977 (C 32).	
(17)	Community Development Block Grant (CDBG) Entitlement Applications Analysis System.	
(18)	Community Planning and Development (CPD) Programs Fund Assignment System (C 27).	
(19)	Community Planning and Development (CDP) Workload Indicators System (C 22).	
(20)	Comprehensive Planning Assistance Directory System (C 17).	
(21)	Urban Development Action Grant (UDAG) Data Analysis System.	

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RECORDS DISPOSITION SCHEDULE

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item
No.

Description of Records

Disposition

(22) Urban Development Action Grant
(UDAG) Data Analysis System.

(23) Urban Renewal Directory System.

(24) Water and Sewer Directory System.

Disposition instructions for these
systems are:

- (a) System documentation maintained by HUD, including all technical documents identified in HUD's ADP Documentation Standards Manual. Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems, or any time after such event that volume warrants. Destroy 3 years after system is eliminated from inventory of active systems.
- (b) Input Documents. Copies of forms and reports intended to serve solely as inputs to the system. Destroy after data has been entered into system and verified.
- (c) Input Documents. Documents that are part of the official record files covered elsewhere in this schedule. Destroy in accordance with relevant instructions in this schedule.
- (d) Processing Files. Scratch after third update cycle.
- (e) Master File. Operational Systems in a processing mode. Scratch after third update cycle.

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* RECORDS DISPOSITION SCHEDULE
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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(22)	Urban Development Action Grant (UDAG) Data Analysis System.	
(23)	Water and Sewer Directory System.	
	Disposition instructions for these systems are:	
(a)	System documentation maintained by HUD, including all technical documents identified in HUD's ADP Documentation Standards Manual.	Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems, or any time after such event that volume warrants. Destroy 3 years after system is eliminated from inventory of active systems.
(b)	Input Documents. Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified.
(c)	Input Documents. Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule.
(d)	Processing files.	Scratch after third update cycle.
(e)	Master File. Operational Systems in a processing mode.	Scratch after third update Cycle.

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RECORDS DISPOSITION SCHEDULE

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

Item No.	Description of Records	Disposition
	Disposition instructions for these systems are:	
(1)	Documentation File.	Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems.
(2)	Input Documents	
	(a) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified.
	(b) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule.
(3)	Processing files.	Scratch after third update cycle.
(4)	Master File	
	(a) Operational Systems in a processing mode.	Scratch after third update cycle.
	(b) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems.
(5)	Printouts and other	Destroy when superseded or *



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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(f)	Master File. Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center with system documentation. Destroy 3 years after system's elimination from inventory of active systems.
(g)	Printouts and output reports.	Destroy when superseded or obsolete, or no longer needed for administrative or reference purposes.

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COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	output reports.	obsolete, or no longer needed for administrative or reference purposes.

