

11/15/81

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-207-82-3
DATE RECEIVED December 15, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
12-18-81 Date
<i>[Signature]</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 & Urban Development

2 MAJOR SUBDIVISION Office of Assistant Secretary for Administration

3 MINOR SUBDIVISION
Office Systems and Records Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Robert J. Devlin, Room 3284

5. TEL EXT
755-5200

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 12/9/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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
63.a.(1)	<p>HUD RECORDS DISPOSITION SCHEDULE 3</p> <p>ADMINISTRATIVE RECORDS</p> <p>Numerical Forms History Files.</p> <p>This is a request to revise the disposition for HUD's "Numerical Forms History Files."</p> <p>Change last sentence of present disposition instructions to read as follows:</p> <p>"Destroy 5 years after form is discontinued or cancelled, or cancelled."</p> <p><i>[Signature]</i> 12/11/81 Robert J. Devlin Program Concurrence</p>	NC1-207-80-5	

MASS DATA CHANGE SHEET ATTACHED. PLS MAKE PENS INK CHANGE IN MANUAL; PRINTED CHANGE MAY NOT BE AVAILABLE



Records Disposition Schedule 3

ADMINISTRATIVE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
63.	Forms Files.	
	a. Forms history files. Consist of documentation of the complete history of each form from its development to its current status.	
	(1) Numerical forms history files kept by Departmental Forms Management Officer and Regional Forms Management Liaison Officers. Include camera copy, rough drafts showing development of the form, printing requisition, processing forms and Plain English clearance approvals. Arranged sequentially by form number.	Place in inactive file when form is discontinued, superseded, or cancelled. Retire to Federal Records Center two years after form is discontinued, superseded, or cancelled, or when volume warrants. Destroy 10 years after form is discontinued, superseded, or cancelled.
	(2) Files kept by the originating offices on the reasons for revising the form. Include correspondence on suggested changes.	Destroy 1 year after form is discontinued or cancelled or when no longer needed for reference, whichever is earlier.
	b. Working papers and background material on the development or revision of a form which are not significant enough to be a part of the forms history files in Item 63a.	Destroy when related form is discontinued, superseded, or cancelled.
	c. Forms reference files. Consist of files kept by Headquarters Forms Management Liaison Officers on all forms originated by their organization.	Destroy when no longer needed for reference.