U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RAPID REPLY LETTER

<table>
<thead>
<tr>
<th>Subject</th>
<th>EXECUTIVE SECRETARIAT RECORDS</th>
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<tbody>
<tr>
<td>TO:</td>
<td>KEN FOUSEL</td>
</tr>
<tr>
<td>FROM:</td>
<td>Bob Devlin</td>
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</tbody>
</table>

Message

I met with Roberto Lopez & Marvin Gaither at 9:30 this morning. I am concerned about the destruction of the paper being picked up simply because NARS decided (some time ago) that some of the subject files had permanent value. Executive Sec. never coordinated with us in the destruction; I never revised the schedule, but arbitrarily decided to destroy the paper I recommend an immediate freeze on the destruction of the paper until we prepare a revised schedule or until we get a NARS opinion on the archival acceptability of the microfilm product.

Reply

Discussed this with Roberto and he provided the same info as above. He will comply with Bob O.'s instructions.

(Signature)
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)
U.S. Department of Housing & Urban Development

2. MAJOR SUBDIVISION
Office of the Assistant Secretary for Administration

3. MINOR SUBDIVISION
Executive Secretariat

4. NAME OF PERSON WITH WHOM TO CONFER
Barbara A. Judd, Deputy Director

5. TEL EXT
Rm. 10139 755-7654

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 2 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
11-30-81

D. SIGNATURE OF AGENCY REPRESENTATIVE
Robert J. Devlin

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

RECORDS DISPOSITION SCHEDULE 62
SECRETARY AND UNDER SECRETARY RECORDS

This schedule provides revised records disposition standards for the records of the Secretary and the Under Secretary. At HUD, the Executive Secretariat serves as the central processing office for all correspondence and memoranda addressed to the Secretary and Under Secretary (see HUD Handbook 1150.1, pg. 1-2, dated 7/80--copy attached).

This revision will supersede NARS Job No. NC-207-76-3. The Department is microfilming most of the documents covered by this schedule, and proposes to destroy the paper once the microforms have been checked and verified.

This certifies that all microfilming will be done in accordance with the standards set forth in 41 CFR 101-11.506.

* See attached memo, NC to NN, 5/3/82, regarding use of micrographics.

Microforms shall be physically inspected every two years in accordance with 41 CFR 101-11,507-2.

MASS DATA CHANGE WILL BE FORWARDED WITH PRINTED CHANGE

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
### RECORDS DISPOSITION SCHEDULE 62

SECRETARY AND UNDERSECRETARY RECORDS

<table>
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<tr>
<th>Item No.</th>
<th>Description of Records</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All subject files except those described under Item No. 2.</td>
<td>a. Destroy after microform is checked and verified. Permanent. Retire to Federal Records Center 3 years after close of calendar year. Transfer to National Archives every 10 years after close of calendar year. In 1986 offered 1966 to 1976 records to National Archives. Destroy 3 years after close of calendar year.</td>
</tr>
<tr>
<td></td>
<td>a. Records converted to microform.</td>
<td></td>
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<tr>
<td></td>
<td>b. Microforms (silver halide version and diazo duplicate). (less than 1 cf/yr)</td>
<td></td>
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<tr>
<td></td>
<td>c. Records not filmed (prior to 3/79) (10 cf/yr)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Name Index file (blue copy) - prior to 3/79 (5 cf/yr)</td>
<td></td>
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<tr>
<td>2.</td>
<td>Subject files consisting of emergency planning; travel and travel funds; employment; employee development and training; applicant's file, performance and promotion; complaints; protests; publications; autographs; biographies; photographs; news releases; office space and facilities; printing and reproduction; and procurement, property management and supply.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Chronological correspondence file consisting of copies of communications referred to other offices for direct reply, and copies of replies forwarded to the Secretary, Under Secretary, or the Executive Secretariat. Copies of replies are not provided in all cases.</td>
<td>Destroy after microform is checked and verified. Retire to Federal Records Center 3 years after close of calendar year. Destroy 7 years after close of calendar year.</td>
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