

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

24 Mar 82

LEAVE BLANK	
JOB NO <i>NCI-207-82-7</i>	
DATE RECEIVED <i>March 29, 1982</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>4-20-82</i> 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)
Department of Housing and Urban Development

2 MAJOR SUBDIVISION
Assistant Secretary for Administration

3 MINOR SUBDIVISION Office of Organization and Management Information

4 NAME OF PERSON WITH WHOM TO CONFER
John Svatek

5. TEL EXT
755-5361

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 4 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 3-8-82 <u>3-9-82</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE <u>Departmental Records Management Officer</u>
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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.	Computer output reports generated by the Regional Employee Time Reporting System (RETRS) from Fiscal Year 1977 through Fiscal Year 1981 (see attached listing). These reports are National year-end reports and program/activity summary data from Regional year-end reports. The reports are covered by item 51e(1)(c) of HUD Records Disposition Schedule 3 (Appendix 3 of HUD Handbook 2225.6). A Computer Output Microfilm system has been installed and is operational so most RETRS reports are now being generated in fiche. A few are still produced in paper. The system sponsor, Staff Resources Division, proposes to convert the previous Fiscal Years' reports to fiche to save storage space. This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. HUD proposes to destroy the hard copy after the microfiche is checked and verified and to retain the microfiche for the 6-year retention period specified in item 51e(1)(c) of Schedule 3.	<i>NCI-207-80-5 Item 51e(1)(c)</i>	<i>1 item</i>

M. D. Change Sheet Not Required.

*Closed Out: 4-26-82; K.T.A.
Copy to Agency & NARS*

RETRS History Files to be Microfilmed

1 of 3

* Number includes Master Copy

FY	Report Name	Date of Report	Report Aeronym	System Name and Number	Responsible Program Office	Approximate No. of Pages Rounded to 100's	Number of Copies *Requested
1977	Program Activity Summary	9-77	ACCA	RETRS A02	Admin	3100	1
1978	Program Activity Summary	9-78	ACCA	RETRS A02	Admin	2900	1
1979	Program Activity Summary	9-79	ACCA	RETRS A02	Admin	3100	1
1980	Program Activity Summary	9-80	ACCA	RETRS A02	Admin	3800	1
1981	Program Activity Summary	9-81	ACCA	RETRS A02	Admin	1400	1
1980	Organizational Unit Report	9-80	AECA	RETRS A02	Admin	1000	1
1981	Organizational Unit Report	9-81	AECA	RETRS A02	Admin	500	1
1980	Voluntary Overtime by Organization	9-80	AHCA	RETRS A02	Admin	200	1
1981	Voluntary Overtime by Organization	9-81	AHCA	RETRS A02	Admin	350	1
1980	Voluntary Overtime by Skill Code	9-80	AICA	RETRS A02	Admin	700	1
1981	Voluntary Overtime by Skill Code	9-81	AICA	RETRS A02	Admin	600	1
						17,650	

RETRS History Files to be Microfilmed

2 of 3

* Number includes Master Copy

*Per Bob Van
Maren (AMR),
this will
not be
filmed.*

FY	Report Name	Date of Report	Report Aeronym	System Name and Number	Responsible Program Office	Approximate No. of Pages Rounded to 100's	Number of Copies *Requested
1976	Skill Code Report	9-76	ATCA	RETRS A02	Admin	1400	1
1977	Skill Code Report	9-77	ATCA	RETRS A02	Admin	2200	1
1978	Skill Code Report	9-78	ATCA	RETRS A02	Admin	12700	1
1979	Skill Code Report	9-79	ATCA	RETRS A02	Admin	12200	1
1980	Skill Code Report	9-80	ATCA	RETRS A02	Admin	11300	1
1981	Skill Code Report	9-81	ATCA	RETRS A02	Admin	7200	1
1981	RETRS/OPLAN Comparison Report	9-81	AFCB	RETRS A02	Admin	3900	1
1981	Skill Code Report	9-81	ATCB	RETRS A02	Admin	500	1

~~51,400~~
50,000

RETRS History Files to be Microfilmed

3 of 3

* Number includes Master Copy

FY	Report Name	Date of Report	Report Aeronym	System Name and Number	Responsible Program Office	Approximate No. of Pages Rounded to 100's	Number of Copies *Requested
1981	Time Charges by OPLANID	9-80	AFCC	RETRS A02	Admin	4300	1
1981	Time Charges by OPLANID	9-81	AFCC	RETRS A02	Admin	3100	1
						7400	

GRAND TOTAL

~~76,450~~ 75,050