

19208774

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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JOB NO NC1-207-82-9
DATE RECEIVED July 19, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
15 AUG 1982 Date <i>John Mary</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 & Urban Development

2 MAJOR SUBDIVISION  
Office of Assistant Secretary for Administration

3 MINOR SUBDIVISION  
Office of Finance and Accounting

4 NAME OF PERSON WITH WHOM TO CONFER  
Carol L. Hutzell

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 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 7/16/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</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
	<p>RECORDS DISPOSITION SCHEDULE 3</p> <p>ADMINISTRATIVE RECORDS</p> <p>This is a request to revise existing item 27 and add a new item 27-1 to HUD Records Disposition Schedule 3, dated 2/81.</p> <p>The Headquarters Office of Finance and Accounting is contracting to have many of their records microfilmed. They are proposing to destroy the paper after the microfilm has been checked and verified. To avoid having to continually submit requests for schedule revisions each time a record series is microfilmed, HUD proposes to add item 27-1 to cover all such microfilming.</p> <p>This certifies that the financial accounting records will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Since this revision meets the requirements of the <u>GAO Manual for Guidance of Federal Agencies</u>, Title 8--Records Management (Chapter 1, Section 4.6), separate GAO clearance is not required.</p> <p><i>MDC SHEET NOT REQUIRED.</i></p>		3 items

*Checked out, 8-19-82; copy  
Copies to NMF + Agency*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
27.	<p>HUD proposes to revise item 27 and add a new item 27-1 to HUD Records Disposition Schedule 3 to read as follows:</p> <p>Financial Accounting Records.</p> <p><u>Disposition:</u> Use General Records Schedules 6 and 7 and HUD Records Disposition Schedule 12 except: Use item 27-1 of this schedule for the financial accounting records which have been microfilmed.</p>		
27-1.	<p>Financial Accounting Records which are microfilmed under an approved contract and in accordance with 41 CFR 101-11.506.</p> <p>a. Hard copies.</p> <p><u>Disposition:</u> Destroy after microfilm is checked and verified.</p> <p>b. Microfilm copies and hard copies <u>NOT</u> microfilmed.</p> <p><u>Disposition:</u> Use the same schedule and item that covered the original records, i.e., General Records Schedule 6 or 7 or HUD Records Disposition Schedule 12.</p>		
	<p><u>Melvin A. Deitz</u>                      _____                      Program Concurrence</p> <p><u>Raymond W. Brooks</u>                      _____                      - MIA Director</p> <p><u>John A. Stahl</u>                      _____                      GPA Director</p> <p><u>David D. Whinn</u>                      _____                      Legal Concurrence</p>	<p><u>6/23/82</u>                      _____                      Date</p> <p><u>6/24/82</u>                      _____                      Date</p> <p><u>6/24/82</u>                      _____                      Date</p> <p><u>7/14/82</u>                      _____                      Date</p>	