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)
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.

7 DATE
7/16/82

C SIGNATURE OF AGENCY REPRESENTATIVE
Robert J. Devlin

D E. TITLE
Departmental Records Management Officer

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

ITEM NO

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

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.

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.

This certifies that the financial accounting records will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.

Since this revision meets the requirements of the GAO Manual for Guidance of Federal Agencies, Title 8—Records Management (Chapter 1, Section 4.6), separate GAO clearance is not required.

MDL SHEET NOT REQUIRED.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
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<tbody>
<tr>
<td></td>
<td>Disposition: Use General Records Schedules 6 and 7 and HUD</td>
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<td>Records Disposition Schedule 12 except: Use item 27-1 of</td>
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<td>this schedule for the financial accounting records which</td>
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<td>have been microfilmed.</td>
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<td>27-1</td>
<td>Financial Accounting Records which are microfilmed under</td>
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<td>an approved contract and in accordance with 41 CFR 101-11.506</td>
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<td>a. Hard copies.</td>
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<td>Disposition: Destroy after microfilm is checked and verified.</td>
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<td>b. Microfilm copies and hard copies NOT microfilmed.</td>
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<td>Disposition: Use the same schedule and item that covered the</td>
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<td>original records, i.e., General Records Schedule 6 or 7 or</td>
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<td>HUD Records Disposition Schedule 12.</td>
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**Program Concurrence**

[Signature]

**MIA Director**

[Signature]

**GPA Director**

[Signature]

**Legal Concurrence**

[Signature]

Date:

- 6/23/82
- 6/24/82
- 6/24/82
- 7/14/82