

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK <b>RG-207</b>	
DATE RECEIVED <b>17 JUL 1973</b>	JOB NO. <b>164</b> <b>B74-018</b>
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 "with-drawn" in column 10.	
Date <b>8-8-73</b>	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Housing and Urban Development
2. MAJOR SUBDIVISION  
Assistant Secretary for Administration
3. MINOR SUBDIVISION  
Office of Management and Organization
4. NAME OF PERSON WITH WHOM TO CONFER  
Russell F. Thompson
5. TEL. EXT.  
138 55300
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.

**7-11-73** (Date) *Edmund H. Bayton* (Signature of Agency Representative) Director, Office of Management and Organization (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>RECORDS OF THE OPEN-SPACE LAND PROGRAM</u></p> <p>Title VII of the Housing Act of 1961, P.L. 87-70, as amended, provides grants to States and local public bodies to help finance the acquisition of title, or other interest, in open-space land in urban areas, and for open-space uses including park and recreational purposes, conservation of land and other resources, or historic, architectural, or scenic purposes. Grants may cover up to 50 percent of the total project costs. Not more than 50 percent of the non-Federal share of the eligible project cost may be made up by donations of land and materials.</p> <p>Demonstration grants up to 50 percent of the project cost are available for projects having special value in developing and demonstrating improved methods and materials. This Act also authorizes research and technical studies, and publications of results in areas of the open space program.</p> <p>Prior to July 1, 1970, grants were made through three separate programs: Open-Space Land, Historic Preservation, and Urban Beautification. Section 401, Title IV of the Housing and Urban Development Act of 1970, P.L. 91-609, consolidated the three programs into one program, the Open-Space Land Program.</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This schedule is applicable to case records and to administrative and program subject material accumulated by the Central Office and field offices on the Open-Space Land Program and the former Historic Preservation and Urban Beautification Programs. Usually material is located in the Central Office, Regional Offices, and Area Offices.</p> <p><u>Regional Office Files.</u> Except for the Denver Region, regions do not maintain case or project files. These files are maintained in the Area Offices which are under the jurisdiction of the Regional Offices. The Denver Region does not have Area Offices. The retention requirements specified for Area Office case or project files also applies to these files maintained in the Denver Regional Office.</p> <p>1. Application and grant files and research and technical studies files consisting of applications, supplements, resolutions, and certifications; grant contracts, terms and conditions, waivers, and opinion of counsel; official review reports, project summaries, and approval documents; bid documents, certificate of compliance with Federal construction requirements, and wage rates; requisitions, relocation, progress, and audit reports; and completion certificates.</p> <p>a. Demonstration, research, and technical studies projects.</p> <p>(1) Central Office Files.</p> <p>Retain final reports, publications, motion picture film, and slides resulting from project, for offer to National Archives.</p> <p>Destroy remaining records four years after completion of project and satisfactory close of final audit.</p> <p>(2) Area Office Files.</p> <p>Destroy four years after completion of project and satisfactory close of final audit.</p>		

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1.	<p>b. All projects, except demonstration, research, and technical studies.</p> <p>Area Office and Central Office Files.</p> <p>Disposal not authorized. Review files and statutory requirements in 1994.</p> <p>Section 704 of the Housing Act of 1961, as amended, prohibits the conversion of open-space land to other uses without approval of the Secretary. The records are required for information on the original and subsequent approved land use.</p>		
2.	<p>Withdrawn, disapproved, and cancelled cases.</p> <p>Area Office and Central Office Files.</p> <p>Destroy 4 years after withdrawal, disapproval, or cancellation.</p>		
3.	<p>Project Control Record, consisting of individual applicant status record documenting action taken from application through project completion.</p> <p>Area Office Files.</p> <p><i>Permanent,*</i>  <del>Disposal not authorized by this schedule.</del> Place in inactive file after project completion and final audit. Send as a complete unit one year after liquidation of program to Central Office for offer to National Archives.</p>		
4.	<p>General Subject Files (Housekeeping Records) relating to budget, personnel, communications, fiscal, travel, procurement, printing and duplicating.</p> <p>Area Office, Regional Office and Central Office Files.</p> <p>Dispose of in accordance with applicable GSA General Records Schedules.</p>		

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5.	<p>General Subject Files (Program Records) consisting of records documenting the Open-Space Land programs on legislation, legal opinions, operations, operating policy statements, committee meetings and minutes, delegations, organization and functions, evaluation of program, and reports.</p> <p>a. Central Office Files.</p> <p style="margin-left: 400px;"><i>Permanent.*</i>  <del>Disposal not authorized.</del>                      Offer to National Archives                      1 year after program is liquidated.</p> <p>b. Regional Offices and Area Offices.</p> <p style="margin-left: 400px;">Destroy 4 years after files are closed.</p>		
6.	<p>Informational releases and publications consisting of press releases, speeches, publications, and handbook issuances.</p> <p>a. Central Office Files.</p> <p style="margin-left: 400px;">Retain one copy of each issuance for offer to National Archives.</p> <p>b. Other sets of files, including those in Regional Offices and all subdivisions.</p> <p style="margin-left: 400px;">Destroy when superseded or obsolete.</p>		

*Change authorized by Mr. Thompson 7/31/73 CSR.*