

REQUEST FOR RECORD DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		3 NUMBER <i>NI-207-00-2</i>	
1. FROM (Agency or establishment) Department of Housing and Urban Development		DATE RECEIVED <i>7-27-2000</i>	
2 MAJOR SUBDIVISION Office of the Secretary		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Congressional & Intergovernmental Relations (OCIR)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4 NAME OF PERSON WITH WHOM TO CONFER Judy Foster, RML0, (OCIR) Pauline Grant, Records Dept.	5 TELEPHONE (202) 708-0380 (202) 708-1891		

6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <i>7-26-00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Smoot</i> Brenda Smoot	TITLE Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS DISPOSITION SCHEDULE 54 OFFICE OF CONGRESSIONAL & INTERGOVERNMENTAL RELATIONS (OCIR) The SF-115 for the Office of Congressional Relations (OCR) was amended to include a schedule addendum containing six record series: the Program Subject Files (item 5a), the Staff Working Papers (item 6a), the Statements and Testimonies (item 7a), and their electronic mail and word processing versions (items 5b, 6b, and 7b). We approve the inclusion of these record series and revisions to the disposition instructions to date. This SF-115 provides descriptions and disposition instructions for the Records Disposition Schedule 54, Office of Congressional & Intergovernmental Relations, (OCIR). These files are not used for or needed for financial matters related to HUD activities, therefore General Accounting Office (GAO) concurrence is not required. See the attached Description of Records and Disposition instructions for the Office of Congressional & Intergovernmental Relations (OCIR) records for your approval.	<i>Quartz Data 7/25/00</i> Office of Congressional & Intergovernmental Relations (OCIR) <i>Charlotte Brant 7/22/00</i> Office of the Inspector General (OIG) <i>Patricia A. Nash 7/25/00</i> Office of the General Counsel (OGC)	

RECORDS DISPOSITION SCHEDULE 54

OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS RECORDS

The Office of Congressional and Intergovernmental Relations (OCIR) was created in 1973 to advise the Secretary of the Department of Housing and Urban Development (HUD) with respect to legislation and Congressional relations. OCIR is responsible for. 1) coordinating the activities of program offices in developing HUD's legislative program, in cooperation with the Office of the General Counsel (OGC), 2) Oversees progress of HUD's legislative matters; 3) review draft responses prepared by OGC, the expression of HUD's position on legislative or executive orders, 4) coordinating HUD testimony preparations; 5) aids in resolving intra-departmental policy differences on legislative matters, as well as Departmental legislative differences with the Office of Management and Budget; 6) acts as liaison with Congress and serves as point of contact for Congressional inquiries and communications, 7) keeping the Secretary fully informed on all legislative matters affecting HUD; and 8) providing functional supervision to Congressional relations activities in HUD's regional and field offices

Item

No.	Description of Records	Disposition
1	Assistant Secretary's Records. The official program files maintained in the immediate offices of the Assistant Secretary or maintained separately, but not including personal papers May include program subject files, program correspondence, program policy or other records documenting the functions of the Assistant Secretary and his/her office	
a.	Substantive Records of the Assistant Secretary. May include internal memoranda, meeting notes, minutes, and agenda; interagency and internal correspondence not tracked through the Executive Secretariat, notes of conversations; routing slips with substantive tasking; internal reports, briefing materials, drafts and proposals for new programs; speeches; termination of functions; decisions and recommendations, studies; agreements and memoranda of understanding, and program policy or procedural issuances	PERMANENT. Cut off files at end of calendar year Retire to the record center 3 years after cutoff or 1 year after incumbent leaves office, whichever is sooner. Transfer to the National Archives 5 years after cutoff or 3 years after incumbent leaves office, whichever is sooner. (2225.6/63/1a, NARA Job N1-207-95-1, item 1a)

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Item No.	Description of Records	Disposition
b.	Nonsubstantive Records of the Assistant Secretary May include copies of correspondence tracked through the Executive Secretariat; extra copies of publications and news releases, travel plans, personal matters; routine invitations to speak and replies; routine and facilitative correspondence of a nonsubstantive nature and other records that do not document substantive policies and procedures of the office.	Temporary. Cut off files at end of calendar year Destroy 3 years after cutoff (2225.6/63/1b, NARA Job N1-207-95-1, Item 1b)
c.	Assistant Secretary's Calendars and Logs May include calendars, datebooks, appointment books, schedules, logs, diaries, journals, and all other records documenting meetings, appointments, telephone calls, trips, visits, and other official activities of the Assistant Secretary. This may also include such records kept in electronic form, but does not include personal papers.	
1)	Substantive Records Those calendars and logs that contains records with substantive information relating to official activities that have not been incorporated into the official files.	PERMANENT. Cut off at end of calendar year. Retire to records center 3 years after file break or 1 year after incumbent leaves office, whichever is sooner Transfer to National Archives 5 years after cutoff or 3 years after incumbent leaves office, whichever is sooner. (2225.6/63/3a, NARA Job N1-207-95-1, Item 3a)

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Item No.	Description of Records	Disposition
	2) Nonsubstantive Records. May contain records that document routine activities containing no substantive information, or which contain substantive information that has already been incorporated into the organized official files.	Temporary. Destroy or delete when no longer needed. May be removed when leaving office if cleared by the appropriate Records Management Liaison Officer (RMLO). The RMLO must verify that the records are eligible to be removed under this item (2225.6/63/3b, NARA Job N1-207-95-1, Item 3b)
2	Congressional Correspondence Files These are the official copies of correspondence between Congressional and the Office of Congressional and Intergovernmental Relations, together with related Department interoffice correspondence. The correspondence consists of originals and copies of incoming and official record copies of outgoing items such as letters, memoranda, and other related correspondence from HUD Field Offices and other Headquarters offices. Arranged alphabetically by name of Member of Congress, thereunder in reverse chronological order. (Supersedes NARA Job N1-207-76-1, Item 1)	Temporary. Cut off at end of calendar year. Retire to record center 1 year after cutoff. Destroy 5 years after cutoff (NARA Job N1-207-00-2, Item 2)

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Item No.	Description of Records	Disposition
3.	Congressional Notification Files Record copies containing informational release records pertaining to Department program actions. They contain data on type of program, project number; amount of Federal assistance; recipient and location of project, purpose and brief description; other agencies and/or contractors involved; names of Members of Congress to whom notifications were provided; and other related information. Arranged by fiscal year, thereunder alphabetically by name of State, thereunder reverse chronological by date of release. (Supersedes NARA Job N1-207-76-1, Item 2)	Temporary. Cut off at end of fiscal year. Retire to records center 2 years after cutoff. Destroy 5 years after cutoff. (NARA Job N1-207-00-2, item 3)
4.	J-1 Waivers. Contains 1) letters from heads of employing facilities; 2) copies of recruitment materials; 3) letters of recommendation; 4) US Information Agency (USIA) data sheets; 5) copies of signed contracts between physicians and facilities; 6) documentation that employer is a Health Professional Shortage Area (HPSA) or medically underserved area (MUA); 7) copies of Certificate of Eligibility for Exchange Visitor (J-1) status (Form IAP 66); 8) J-1 physician's curriculum vitae; 9) board passage of medical license examinations; 10) affidavit from J-1 physician that his/her medical license has never been suspended or revoked and he/she is not subject to any criminal investigation or proceedings by any medical licensing authority; 11) signed and notarized HUD J-1 Visa Policy Affidavit and Agreement; 12) optional letters of support; 13) HUD's letter of recommendation to USIA; 14) letter from USIA to Immigration and	Temporary Cut off at end of calendar year. Retire to records center immediately after cutoff. Destroy 5 years after cutoff. (NARA Job N1-207-97-3, Item 4)

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Item No.	Description of Records	Disposition
4.	Naturalization Service (INS); 15) employment verification; 16) INS Notice of Action for waivers granted (form I-797). Arranged alphabetically by name of applicant. NOTE: HUD formally established its J-1 Waiver Request Policy on December 6, 1994. On December 13, 1996, a moratorium on its J-1 Waiver Request Policy halted acceptance of J-1 applications until further notice and was extended retroactively to include all J-1 applications received by the Department.	
5.	Program Subject Files. Contains copies of letters sent to Congressmen by HUD officials, copies of Inspector General reports, copies of the Congressional Record, and copies of General Accounting Office reports. Dates: Fiscal Year 2000 to present. Arranged by subject. Volume: approximately 6 cubic feet	Temporary. Cut off at end of fiscal year. Destroy 2 years after cut-off. (NARA Job N1-207-00-2, item 5)
6.	Staff Working Papers File. Working papers of CIR staff. Topics include Kiddie MAC, disaster relief, proposed public housing reform legislation, and tracking of appropriations bills. Dates: 1986-Present. Arranged by subject. Volume: Approximately 21 cubic feet	Temporary. Cut off at end of calendar year. Destroy 2 years after cut-off or when no longer needed for current business, whichever is sooner (NARA Job N1-207-00-2, item 6)
7.	Statements and Testimonies Contains transcripts of statements made by HUD officials before Congress. Dates: 1993 to present. Arranged chronologically. Volume Approximately 7 cubic feet. Estimated Annual Accumulation: 1 cubic foot	PERMANENT. Cut off at end of Congress (every second year). Retire to records center 4 years after cutoff. Transfer to NARA 6 years after cutoff. (NARA Job N1-207-00-2, item 7)

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OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS RECORDS

Item No.	Description of Record	Disposition
8.	<p>Electronic Copies. Electronic version of records created by the electronic mail and/or word processing applications, for the following series in this schedule: Substantive Records of the Assistant Secretary, Nonsubstantive records of the Assistant Secretary, Assistant Secretary's Substantive and nonsubstantive Calendars and Logs, Congressional Correspondence Files, Congressional Notification Files, Program Subject Files, Staff Working Papers, and Statements and Testimonies.</p>	
a	<p>Copies that have no further administrative value after the recordkeeping copy is made: Includes copies maintained by individuals in personal files, personal e-mail, directories, or other personal directories on hard disk or network drives, and copies on shared network that are used only to produce the recordkeeping copy.</p>	<p>Temporary Delete within 180 days after the recordkeeping copy has been produced (NARA Job N1-207-00-2, item 8a)</p>
b.	<p>Copies for dissemination, revision, or updating that are maintained in addition to the record-keeping copy</p>	<p>Temporary. Delete when dissemination, revision, or updating is complete. (NARA Job N1-207-00-2, item 8b)</p>