

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only) NUMBER <i>11-207-00-3</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-12-2000</i>	
1. FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Fair Housing and Equal Opportunity			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ronald Holloway, RML0, FHEO Pauline Grant	5. TELEPHONE 708-0614 x6940 708-1891 x7297	DATE <i>6-6-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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>7-11-00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Smoot</i> Brenda Smoot	TITLE Acting, 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 GRS OR SUPERSEDED JOB CITATION	10.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 50 FAIR HOUSING AND EQUAL OPPORTUNITY The Department of Housing and Urban Development (HUD) is proposing to add item 33, Systemic Case Files to the HUD Records Disposition Schedules handbook. The new item will provide disposition instructions for Systemic Case File records. 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 Fair Housing and Equal Opportunity (FHEO) records for your approval. Current Volume On Hand: <u>8 boxes</u> Estimated Annual Accumulation: <u>1 box</u>	<i>7/11/00</i> <i>Ronald E. Holloway</i> Fair Housing & Equal Opportunity (FHEO) <i>Patricia A. Nash 7/11/00</i> Office of the General Counsel (OGC) Office of the Inspector General (OIG) <i>Mary Dickerson</i> <i>7-11-00</i>	

Copy to : agency, NWMW + NWMD, NWCT 6/12/01 clb

RECORDS DISPOSITION SCHEDULE 50

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FAIR HOUSING AND EQUAL OPPORTUNITY (FHEO)

1. Systemic and Secretary-Initiated Complaint and Compliance Case Files.

- a. **Systemic Case Files.** Consist of complaint and compliance review case files that may be initiated and/or directed from HUD Headquarters or the Field that are of broader scope than routine investigatory case files. Broader scope may include a geographical focus, industry-wide focus, or direct request from Congress. Contains correspondence; interviews; notes; questionnaires; complaints; affidavits; summary, final investigation, or other reports; conciliation agreements; and other related materials. Arranged numerically by case number. Dates: 1994 to Present. Current volume on hand: 8 cubic feet. Estimated Annual Accumulation: 1 cubic foot. (Supercedes NARA Job No. NC-207-76-2, item 1)

Disposition: Permanent. Cut off at end of calendar year in which case is closed. Retire to Records Center 2 years after cutoff. Transfer to the National Archives 6 years after cutoff. (NARA Job No. N1-207-00-3, item 1)

- b. **Secretary-Initiated Case Files.** Consist of complaint and compliance review case files that are initiated by the Secretary (or his/her designee) because alleged discriminatory practice cannot be addressed through the standard complaint process. The investigations for the cases may be directed through HUD Headquarters or an Enforcement Center in the Field. Contains correspondence; interviews; notes; questionnaires; complaints; affidavits; recommendation, summary, final investigation, or other reports; conciliation agreements; and other related materials. Arranged numerically by case number. Dates: 1994 to Present. Current volume on hand: 1 cubic feet. Estimated Annual Accumulation: 1 cubic foot. (Supercedes NARA Job No. NC-207-76-2, item 1)

Disposition: Permanent. Cut off at end of calendar year in which case is closed. Retire to Records Center 2 years after cutoff. Transfer to the National Archives 6 years after cutoff. (NARA Job No. N1-207-00-3, item 1)

2. Routine Complaint Case Files.

- a. **Record Copy.** Original complaints, affidavits, incoming correspondence, copies of outgoing correspondence, receipts for certified mail, original final investigation reports, conciliation agreements, and other related correspondence and materials. Arranged numerically by case numbers. Dates: 1994 to Present. Estimated Annual Accumulation: 120 cubic feet (Nation-wide). (Supercedes NARA Job No. NC1-207-78-5, item 2a)

Disposition: Temporary. Cut off at end of calendar year in which case is closed. Retire to Records Center 1 year after cutoff. Destroy 6 years after cutoff. (NARA Job No. N1-207-00-3, item 2a)

b. All other copies. (Supersedes NARA Job No. NC1-207-78-5, item 2b)

Disposition: Temporary. Cut off at end of calendar year in which case is closed. Destroy 2 years after cutoff. (NARA Job No. N1-207-00-3, item 2b)

3. Complaint Case Working Papers. Contains background materials and investigators' working papers that are not included in the complaint case file. Dates: 1994 to Present. (Supersedes NARA Job No. NC1-207-76-2, item 3)

Disposition: Temporary. Cut off at end of calendar year in which case is closed. Destroy 2 years after cutoff. (NARA Job No. N1-207-00-3, item 3)

4. Incomplete Complaint Case Files. Cases that do not proceed to full or regular investigation because of lack of jurisdiction, the charging party cannot be located, or the complaint is withdrawn. Arranged numerically by case number. Dates: 1994 to Present. (Supersedes NARA Job No. NC-207-76-2, item 6)

Disposition: Temporary. Cut off at end of calendar year in which case is closed. Destroy 1 year after cutoff. (NARA Job No. N1-207-00-3, item 4)

5. Routine Compliance Review Case Files and Reports. Contains a chronological history of compliance review activity for the case from initiation to final action. Includes findings and recommendations concerning a recipient's compliance or noncompliance with relevant statutes and regulations, including any plan for voluntary compliance and determinations that a need to examine the operations of a recipient exists. May also include exhibits, background documents, and reports. Record copy is maintained at the HUD regional site where the review is initiated. Arranged numerically by case number. Dates: 1994 to Present. Estimated Annual Accumulation: 50 cubic feet (Nation-wide). (Supersedes NARA Job No. NC-207-76-2, item 4)

Disposition: Temporary. Cut off at end of calendar year in which case is closed. Retire to Record Center 1 year after cutoff. Destroy 6 years after cutoff. (NARA Job No. N1-207-00-3, item 5)

6. **Electronic Copies.** Electronic version of records created by electronic mail and/or word processing applications.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-00-3, item 6a.)

- b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Delete when dissemination, revision, or updating is complete. (NARA Job No. N1-207-00-3, item 6b.)

National Archives and Records Administration may dispose, without further permission from the Department of Housing and Urban Development, duplicative, fragmentary, non-record materials and items under the General Records Schedule.