

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER <i>71-207-01-1</i>
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To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED <i>1-12-01</i>
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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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Office of Congressional and Intergovernmental Relations	
3 MINOR SUBDIVISION Office of Intergovernmental Relations	

4 NAME OF PERSON WITH WHOM TO CONFER Judy Foster	5 TELEPHONE 202-708-0380 x4834	DATE <i>6-6-01</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>
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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 ___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,

is not required, is attached, or has been requested

DATE <i>1-9-01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda B. Smoot</i>	TITLE Records Officer
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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
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RECORDS DISPOSITION SCHEDULE 54

Office of Congressional & Intergovernmental Relations

Office of Intergovernmental Relations
This SF-115 provides descriptions and disposition instructions for the Records Disposition Schedule 54, Office of Congressional & Intergovernmental Relations, and in particular for the records of the Office of Intergovernmental Relations. These files are not used or needed for financial matters related to HUD activities, therefore General Accounting Office (GAO) concurrence is not required.

See the attached records description and disposition instructions for disposition authorities

Janice Bote *01-04-01*
Office of Congressional & Intergovernmental Relations (OCIR)

Constance Brantly *1/9/01*
Inspector General (IG)

Patricia A. Jack *1-5-01*
Office of General Counsel (OGC)

copy to :agency, NWMW, NWMD 6/12/01 clb

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

OFFICE OF INTERGOVERNMENTAL RELATIONS (OIR)

1. **Secretary's "100 Cities" Briefing Materials.** Contains information on medium sized cities, such as Milwaukee, WI and Toledo, OH Information includes form of government, names of local government officials, and status of local HUD offices Also contains briefings given by the Secretary or the Secretary's representative to government officials in those cities, or to affinity groups such as the National Hispanic Housing Council Arranged by name of city or affinity group. Volume on hand approximately ½ cubic foot Estimated Annual Accumulation 3 cubic feet

Disposition: **Permanent.** Cut off files at end of calendar year in which briefing is given. Retire to Federal Records Center 1 year after cutoff. Transfer to NARA 2 years after cutoff. (NARA Job No. N1-207-01-01, item 1.)

2. **Program Subject File.** Contains assorted HUD fact sheets, copies of newspaper clippings and presentation overheads, documents used to track travel of various high-level HUD officials, information about National Partners in Homeownership Week, videotapes produced by non-governmental organizations, and other assorted reference materials that do not document substantive policies and procedures of the office. Arranged alphabetically by subject Volume on hand: Approximately 2 cubic feet Estimated Annual Accumulation: 1 cubic foot.

Disposition: **Temporary.** Cut off at end of calendar year. Destroy 2 years after cutoff (NARA Job No. N1-207-01-01, item 2.)

3. **State/HUD Partnership File.** Provides an overview of HUD's local partnerships in selected cities, and includes information about funding of state programs, as well as activities and accomplishments of those programs. Arranged alphabetically by name of state. Volume on hand 2 cubic feet Estimated Annual Accumulation: ½ cubic foot

Disposition: **Permanent.** Cut off at end of calendar year. Retire to record center 2 years after cutoff. Transfer to National Archives 4 years after cutoff. (NARA Job No. N1-207-01-01, item 3)

- 4 **Name File.** Contains copies of correspondence between the Secretary and various government officials and other public figures Original documents are maintained by the Secretary's office. Arranged alphabetically by last name of correspondent. Volume: 2 cubic feet. Estimated Annual Accumulation: ½ cubic foot.

Disposition: **Temporary.** Cut off at end of calendar year Destroy 2 years after cutoff. (NARA Job No. N1-207-01-01, item 4)

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- 5 **State File.** Contains memoranda and copies of e-mail messages relating to HUD support for state programs and local transition issues such as the rehabilitation of neighborhoods. This is not an on-going series. Arranged alphabetically by name of state. Volume on hand: 3 cubic feet. Estimated Annual Accumulation no further accumulation expected.

Disposition: **Temporary.** Cut off at end of calendar year. Destroy 2 years after cutoff. (NARA Job No. N1-207-01-01, item 5)

- 6 **Mayors File.** Reference file containing biographies of mayors of various cities across the country, as well as documents summarizing events and issues of particular interest to HUD in those cities. Provides a snapshot of city government at that time. Arranged alphabetically by name of state, thereunder by name of mayor, followed by the name of the city. Volume on hand: Approximately 3 cubic feet. Estimated Annual Accumulation: ½ cubic foot.

Disposition: **Temporary.** Destroy when superseded or no longer needed for reference (NARA Job No N1-207-01-01, item 6.)

- 7 **County Desk Program Outgoing Correspondence.** Consists exclusively of outgoing form letters to mayors and county government officials across the country, informing them that their county is under consideration to be a participant in HUD's "County Desk" program. This is not an ongoing series for OIR. Arranged alphabetically by state. Volume on hand. Approximately 3 cubic feet Estimated Annual Accumulation no further accumulation is expected.

Disposition **Temporary.** Cut off at end of the calendar year Destroy 2 years after cutoff. (NARA Job No. N1-207-01-01, item 7)

8. **Deputy Assistant Secretary's Travel Reference File.** Contains printed materials collected to facilitate travel of the Deputy Assistant Secretary, such as brochures, maps and directories. Also includes blank customer survey forms. Arranged alphabetically by subject. Volume on hand: 1 cubic foot.

Disposition: **Temporary.** Destroy when no longer needed for current business (NARA Job No N1-207-01-01, item 8.)

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9. **Internet Website Records.** Contains the website records of the Office of Congressional and Intergovernmental Affairs (OCIR)
- a. **Website Information Distribution Pages.** Contains information for public distribution such as the OCIR telephone directory, a calendar of events for various housing organizations, and related materials.
- Disposition: **Temporary.** Delete when superseded or obsolete (NARA Job No N1-207-01-01, item 9a.)
- b. **Congressional Testimonies.**
- Disposition: **Temporary.** Delete when 18 months old or when no longer needed for reference, whichever is sooner. (NARA Job No. N1-207-01-01, item 9b.)
10. **Electronic Copies.** Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule (Secretary's "100 Cities" Briefing Materials, Program Subject Files, State/HUD Partnership File, Name File, State File, Mayors File, County Desk Program Outgoing Correspondence, Deputy Assistant's Secretary's Travel Reference File, and the Website Records)
- 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. N1-207-01-01, item 10a)
- 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. N1-207-01-01, item 10b)

Duplicative, fragmentary, nonrecord materials, and records covered by the General Records Schedule may be disposed without further permission from the Department of Housing and Urban Development.