

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NTR) WASHINGTON, DC 20408		JOB NUMBER	NI-207-06-4
1. FROM (Agency or establishment) <b>Department of Housing and Urban Development</b>		DATE RECEIVED	5/10/06
2. MAJOR SUBDIVISION <b>Office of Inspector General (OIG)</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Pauline Grant, Mgmt. Analyst	(202) 708-0614 x	7297	<b>WITHDRAWN</b>
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>3</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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
5/5/06	<i>Carmelita Bridges</i> Carmelita Bridges	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 GRS OR SUPERSEDED JOB CITATION	10.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)
79	<p style="text-align: center;"><b>RECORDS DISPOSITION SCHEDULE 3</b></p> <p style="text-align: center;"><b>ADMINISTRATIVE RECORDS</b></p> <p>The Department of Housing and Urban Development, (HUD) is changing the retention period of the Inspector General records, Item 79c, Recurring Audits and all other audits, from 5 to 10 years. This is being done to ensure that the HUD's Records Disposition Schedule 3 complies with the Office of the Inspector General, Office of Audit records retention policy manuel OIG Audit Operations Manuel.</p> <p>These files are used for financial matters related to HUD activities, therefore, GAO concurrence is required.</p> <p>See the attached Disposition for the Office of the Inspector General Recurring Audit files for your approval.</p>		<p style="text-align: right;"><i>Carmelita Bridges</i> Office of the Inspector General, (OIG)</p> <p style="text-align: right;"><i>Suzanne</i> Office of General Counsel, (OGC)</p> <p style="text-align: right;">5-3-2006</p>

**RECORDS DISPOSITION SCHEDULE 3**

**ADMINISTRATION RECORDS**

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
<b>Inspector General Records</b>		
79-1.	Investigative, audit and related records created or kept by an OIG in performing its duties and responsibilities.	Use items 79 through 86 in place of General Records Schedule (GRS) 22.
79.	Audit Case Files - Headquarters copies of the audit report issued in the Field and all related correspondence received in or generated by Headquarters.	
	a. Cycle Audits (External)	Destroy upon receipt of new audit case file. (NARA Job NC1-207-85-1, item 79a)
	b. Final and Request Audits (External).	Destroy 1 year after date of report. (NARA Job NC1-207-85-1, item 79b)
	c. Recurring Audits and all other audits (Internal).	Retain in OIG Office or at the Federal Records Center for 10 years from the end of the fiscal year in which the report is issued. Destroy 10 years from the end of fiscal year in which the report is issued.
*80.	GAO Audit Report Files. Audits of specific activities impacting upon HUD and its mission. Reports are arranged by Region and thereunder chronologically.	