

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-207-93-2	DATE RECEIVED 12/23/92
1 FROM (Agency or establishment) U. S. Department of Housing and Urban Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Executive Secretariat		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 <i>Acting</i>	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Cynthia A. O'Connor	(202) 708-3054	3/1/93	<i>Raymond A. Moore</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 2 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12/23/92	Johnny Hodge <i>Johnny Hodge</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Records Disposition Schedule 62 - Executive Secretariat</p> <p>This schedule provides records disposition standards for the Official Department of Housing and Urban Development Files maintained in the Executive Secretariat. This schedule covers correspondence to and from the Secretary as well as calendars, appointment books, logs, diaries, and all records documenting meetings, appointments, telephone calls, visits and other high level activities maintained by a given administration. Also included are the record set of press releases, letters to the editor, speeches, etc. by the Secretary. The Official HUD Files should include the official correspondence and other records for the Deputy Secretary, and the White House Referrals to the Department, excluding materials determined to be personal.</p> <p>See the Attached list of Record Descriptions and Requested Disposition Authorities.</p> <p><i>Anna Gatons</i> Anna Gatons, Director, Executive Secretariat, AX</p> <p><i>Andy J. Now</i> * Office of the General Counsel, GLR</p> <p>* <del>XXXXXXXXXX</del></p> <p><i>Copy sent to NWU NFI NCF NIH 3/9/93</i></p>		

*Copy to Agency Hand Delivered 3/1/93*

<u>Item No.</u>	<u>Records Description &amp; Disposition</u>	<u>Superseded Job</u>
1.	<b>OFFICIAL HUD FILES.</b>	
	a. Original records.	
	<u>Permanent.</u> Break files annually. Retire to Federal Records Center after microfilm is checked and verified. Transfer to the National Archives 1 year after incumbent Secretary leaves office.	NC1-207-82-4
	b. Microfilm (Silver halide and 1 Diazo duplicate). <i>This certifies that the records described in this file will be microfilmed in accordance with the standards set forth in 36 CFR part 1230. Agency storage conditions will comply with the standards of § 1230.20 and the inspections required by § 1230.22 will be performed.</i>	
	<u>Permanent.</u> Break files annually. Transfer to the National Archives 1 year after incumbent Secretary leaves office.	NC1-207-82-4
	d. Annual Index to the Official HUD Files.	
	1. ADP electronic record, including all system documentation, file specifications, codebooks, record layouts, user guides and output specifications.	
	<u>Temporary.</u> Preserve in HUD Tape Library until Consolidated Index has been created and transferred to the National Archives 1 year after incumbent Secretary leaves office.	
	2. Printed version. <i>for</i>	
	<u>Permanent.</u> Break annually and retire to the Federal Records Center. Transfer to the National Archives 1 year after incumbent Secretary leaves office.	

*See Item No. 1e1*

*Non-Record.  
(See Item No. 1e2)*

- e. Consolidated Index to the Official HUD Files.  
(This index, for transfer to the National Archives, is a consolidation of all annual file indexes covering the incumbency of a Secretary.)

1. ADP electronic record, including all system documentation, file specifications, codebooks, record layouts, user guides and output specifications, in accordance with 36 CFR § 1228.188.

Permanent. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office.

2. Printed version.

Permanent. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office.

3. Microfilm (Silver halide and 1 Diazo duplicate).

*This certifies that the records described in this file will be microfilmed in accordance with the standards set forth in 36 CFR part 1230. Agency storage conditions will comply with the standards of § 1230.20 and the inspections required by § 1230.22 will be performed.*

Permanent. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office.