

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-207-94-2	
1. FROM (Agency or establishment) Department of Housing and Urban Development		DATE RECEIVED 11-10-93	
2. MAJOR SUBDIVISION Office of the Assistant Secretary for Community Planning and 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Management			
4. NAME OF PERSON WITH WHOM TO CONFER William H. Beard (COMB) Carol L. Hutzell (ASES)	5. TELEPHONE 708-2182 708-1891	DATE 5-8-95	ARCHIVIST OF THE UNITED STATES <i>Andy Hunkamp Peterson</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>5</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 10/26/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Johnny Hodge</i> Johnny Hodge	TITLE Departmental Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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 30 SOLAR ENERGY AND ENERGY CONSERVATION RECORDS The Department of Housing and Urban Development (HUD) is proposing to revise HUD Records Disposition Schedule 30, "Solar Energy and Energy Conservation Records," by: 1. Adding an introduction to Schedule 30 to provide information on the program and Committee records covered by the schedule. 2. Subdividing item 1 to designate as permanent the correspondence files of the Manager of the Solar Energy and Energy Conservation Bank (hereafter called the Solar Bank) in subitem 1a, and to retain the current 3-year retention for all other subject correspondence files as subitem 1b.	NARA Job N1-207-86-1, item 1	
<i>Copies sent to Agency, NNT NCF, NIA 5/17/95</i>			

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

3. Revising the records description for item 4 to specify that the item covers the records related to the Solar Energy Advisory Committee and the Energy Conservation Advisory Committee.

The disposition instructions are also being revised to provide for the Committee records to be retired to the Center immediately and then transferred to National Archives in October 1997. These instructions replace the cross reference to HUD Records Disposition Schedule 3, items 47a(1) and 47b(1).

Although the Committee records are currently permanent, the disposition instructions are being revised to clearly label these records as such.

4. Correcting the cross reference to General Records Schedule (GRS) 23 in the disposition instructions for item 5. GRS 23 has been revised so item 2 no longer covers daily activities files; item 5a does.
5. Subdividing item 7 to designate as permanent those records related to the State/Territorial Files which NARA has appraised as archival (subitem 7a). The rest of the files are proposed to be destroyed 6 years after the last project is closed out (subitem 7b).

The proposed revision of HUD Records Disposition Schedule 30, "Solar Energy and Energy Conservation Records," is attached. After NARA approval, these revised items will be incorporated into HUD Handbook 2225.6 REV-1 as Appendix 30.

9. GRS OR
SUPERSEDED JOB
CITATION

NARA Job N1-
207-86-1,
item 4

NARA Job N1-
207-86-1,
item 5

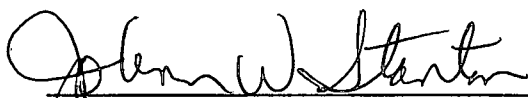
NARA Job N1-
207-86-1,
item 7

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED JOB
CITATION

Items 2, 3, and 6 are not included in the attachment to this SF 115 because they are not being changed, or because the changes are minor and do not require NARA approval. However, these items will be included in the printed Handbook Change after revised Schedule 30 is approved.

PROGRAM CONCURRENCE:




Jo Ann W. Stanton, Director, Office of
Management (COM), Community Planning and
Development

10/19/93

Date

LEGAL CONCURRENCE:

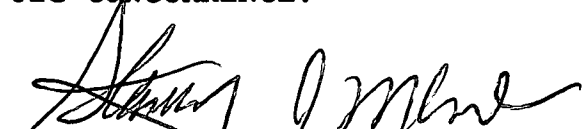


Kenneth Markison, Assistant General
Counsel for Administrative Law (GML)

10/20/93

Date

OIG CONCURRENCE:



Stanley J. McLeod, Director, Headquarters
Operations Division (ZAOH), Office of
Inspector General

10/25/93

Date

RECORDS DISPOSITION SCHEDULE 30

SOLAR ENERGY AND ENERGY CONSERVATION RECORDS

This schedule covers records related to the defunct Solar Energy and Energy Conservation Bank (also called the Solar Bank). The records were transferred to Community Planning and Development (CPD) after the Solar Bank was abolished.

The Solar Bank provided loan subsidies and matching grants for low- and moderate-income individuals to purchase energy conservation and solar energy improvements. The Bank was authorized in June 1980 by the Energy Security Act of 1980, and amended in November 1983 by the Housing and Urban-Rural Recovery Act.

The Solar Bank operated through the States. Eligible consumers applied through a designated State agency which, in turn, drew funds from the Solar Bank through the Treasury Financial Communication Systems (TFCS). Program funding began in 1983.

The program was phased out with the final allocation going to 10 States in 1989. The last three projects closed in 1992, but CPD is awaiting the return of unused funds from Massachusetts.

This schedule also covers the records related to the Solar Energy Advisory Committee and the Energy Conservation Advisory Committee. The Committees were established on June 30, 1980, to advise the Secretaries of HUD, Agriculture, Commerce, Treasury, and Energy on matters related to the Solar Energy and Energy Conservation Bank.

Five members on each Committee were drawn from the following groups: (1) Consumers, (2) Financial institutions, (3) Builders, (4) Architects/engineers, and (5) Producers or installers of solar energy conservation improvements. The Committees were terminated on September 30, 1987.

This schedule will be abolished after the permanent records have been transferred to the National Archives and the remaining temporary records destroyed as required by the disposition instructions in the schedule.

RECORDS DISPOSITION SCHEDULE 30

SOLAR ENERGY AND ENERGY CONSERVATION RECORDS

Item No.	Description of Records	Disposition
1.	Subject correspondence files.	
a.	Correspondence files consisting of letters and memos to and from Robert W. Karpe, Manager of the Solar Energy and Energy Conservation Bank, dated 4/82 - 5/83. (Vol: less than 1 cu. ft. Arrangement: chronological by type.)	Permanent. Retire to the Federal Records Center immediately. Transfer to National Archives in October 1997.
	(Note: This item also applies to the correspondence files of any other Manager of the Solar Bank, if such records surface in the future.)	
b.	All other subject correspondence files.	Break files annually. Destroy 3 years after files break.
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4.	Records related to the Solar Energy Advisory Committee and Energy Conservation Advisory Committee, dated 1980 - 85. Consist of charters and amendments, membership lists, related legislation and Federal Register notices, minutes of meetings, annual reports to Congress, feasibility study on use of consumer finance companies, correspondence, and other records related to the establishment of the Committees or created by them. (Vol: c. 1 cu. ft. Arrangement: alphabetical by type.)	Permanent. Retire to Federal Records Center immediately. Transfer to National Archives in October 1997.

RECORDS DISPOSITION SCHEDULE 30

SOLAR ENERGY AND ENERGY CONSERVATION RECORDS

Item No.	Description of Records	Disposition
5.	Daily activities files.	Use General Records Schedule 23, item 5a.
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7.	State/Territorial Files, containing original cooperative agreements, amendments, and related correspondence, proposals, audits, and reports.	
a.	Original proposals, proposal submissions, and proposal evaluation materials; semi-annual reports; and the program review binder with the audit correspondence file of onsite reviews; dated 1980 - 88. (Vol: c. 5 cu. ft. Arrangement: by type.)	Permanent. Retire to the Federal Records Center any time after the last project is closed out that volume warrants. Transfer to National Archives 6 years after the last project is closed out.
b.	Cooperative agreements and amendments, Letters of Credit files (including computer printouts), State operating procedures, recapture reports, and all other materials.	Retire to the Federal Records Center any time after the last project is closed out that volume warrants. Destroy 6 years after the last project is closed out.