

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Housing & Urban Development

2. MAJOR SUBDIVISION
Executive Secretariat (AX)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Anna Gatons (202) 708-3054

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-2019-94-3

DATE RECEIVED
12-9-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES
6-22-94 WITHDRAWN

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 1 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
11/30/93 *John Hodge* Johnny Hodge 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 GRS OR SUPERSEDED JOB CITATION	10.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/Deputy Secretary and may include records such as calendars, appointment books, logs, which document meetings, appointments, telephone calls, visits and other high level activities maintained by a given Administration. Also included are the record set of press releases and speeches by the Secretary. The official HUD files should include the White House Correspondence Referrals to the Department, excluding materials determined to be personal.</p> <p>See the Attached list of Record Descriptions and Requested Disposition Authorities. <i>A. Kilmade Gatons</i> Anna Gatons, Director, Executive Secretariat</p>	<p><i>[Signature]</i> 11/22/93 Office of the General Counsel</p> <p><i>Julia V. Clark</i> 11/29/93 Office of the Inspector General</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>OFFICIAL HUD FILES.</p> <p>a. Original records.</p> <p><u>PERMANENT</u>. Break files annually. Retire to Federal Records Center. Transfer to the National Archives 1 year after incumbent Secretary leaves office.</p> <p>b. Consolidated Index to the Official HUD File. (This index, for transfer to the National Archives, is a consolidation of all annual file indexes covering the incumbency of a Secretary.)</p> <p>1. ADP Electronic Record, including all system documentation, file specifications, code-books, record layouts, user guides and output specifications, in accordance with 36 CFR Section 1228.188, Machine-readable records.</p> <p><u>PERMANENT</u>. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office.</p> <p>2. Printed Version.</p> <p><u>PERMANENT</u>. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office.</p>	<p>N1-207-93-2</p>	<p>WITHDRAWN 6/22/94</p> <p>WITHDRAWN 6/22/94</p> <p>WITHDRAWN 6/22/94</p>