

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)
Department of Housing and Urban Development

2. MAJOR SUBDIVISION
Office of the A/S for Community Planning & Development

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Marie Young, DOTM
Carol L. Hutzell, ARSES

5. TELEPHONE
(202) 708-0784
(202) 708-1891

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-207-95-2

DATE RECEIVED

11/3/95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

JUN 22 1995

ARCHIVIST OF THE UNITED STATES

John W. Paul

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

12-19-94

SIGNATURE OF AGENCY REPRESENTATIVE

Joyce Hamlin

Joyce C. Hamlin

TITLE

Chief, Management Information Br., ARSES

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1.

COMMUNITY PLANNING AND DEVELOPMENT RECORDS:

18 videotapes providing training on Community Planning and Development programs, dated March 28-29, 1994. A detailed list of titles is attached. These files are kept in Room 7255.

- a. original videotapes
- b. duplicate set of videotapes for reference purposes.
- c. related textual materials.

PROPOSED DISPOSITION: PERMANENT.

Transfer to National Archives when 1 year old. October 1, 1996.

CONCURRENCE:

Perry Vietti

DATE

12/8/94

Perry Vietti, Desk Officer (D), Office of the Assistant Secretary for Community Planning & Development

Barbara Dorf

DATE

12/8/94

Barbara Dorf, Desk Officer (DCF), CPD's Field Coordination Staff

Copies sent to agency, NNS, NNT, NIA 7/13/95

All changes to this proposed schedule have been approved by:

Andrew Jant 6/8/95 date

Andrew Jant 6/8/95 date

Andrew Jant 6/8/95 date

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TITLE

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ITEM
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SUPERSEDED
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10. ACTION
TAKEN (NARA
USE ONLY)

for Robert S. Kenison DATE 12/13/94
Robert S. Kenison, Associate General Counsel, (CD)
Office of Assisted Housing & Community Development

Stanley McLeod DATE 12/13/94
Stanley McLeod, Director, HDQ Audit Operations (GAO)
Office of Inspector General

(2 of 3)