

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-207-95-3	DATE RECEIVED 1-3-95
1. FROM (Agency or establishment) Department of Housing and Urban 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Assistant Secretary for Administration			
3. MINOR SUBDIVISION Office of Procurement and Contracts			
4. NAME OF PERSON WITH WHOM TO CONFER Carol L. Hutzell (ASES)	5. TELEPHONE (202) 708-1891	DATE 5-10-95	ARCHIVIST OF THE UNITED STATES <i>Grady Huskamp 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>2</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 6/28/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Hodge</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p style="text-align: center;">RECORDS DISPOSITION SCHEDULE 3</p> <p style="text-align: center;">ADMINISTRATIVE RECORDS</p> <p>HUD is proposing to add new items 16b(1) and 17-2 to HUD Records Disposition Schedule 3, "Administrative Records," to read as shown on the attached sheets. Schedule 3 was published as Appendix 3 of HUD Handbook 2225.6 REV-1, <u>HUD Records Disposition Schedules</u>. Following are the reasons for the proposed changes:</p> <ol style="list-style-type: none"> 1. Item 16b(1) is being revised to reflect the addition of item 17-2. 2. New item 17-2 is a proposed exception to items 3a(1) and (2) of General Records Schedule (GRS) 3. GRS 3 was published as Appendix 3 to HUD Handbook 2228.2 REV-2, <u>General Records Schedules</u>. <ol style="list-style-type: none"> a. "Interagency acquisitions" has been added to the description of routine procurement files. 		

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- b. The disposition instructions for the procurement office copies are the same as the GRS. However, the descriptions are being changed to distinguish between formal contracts in (1) and small/simplified purchases and interagency acquisitions in (2), rather than using the dollar thresholds in the GRS which are subject to change.
- 3. New items 16b(1) and 17-2 were originally part of an SF 115 (NARA Job N1-207-93-4) which included:
 - a. A new item 17-3 to provide a longer retention period than 3 years for unsuccessful application files for competitive assistance, including grants. This exception to GRS 3, item 13, was needed to accommodate the 5-year 30-day public access requirement of section 102 of the HUD Reform Act.
 - b. A new item 17-4 to provide authorized retention periods for the procurement office files on grants and similar forms of assistance which are currently unscheduled.
- 4. After reviewing the SF 115 (NARA Job N1-207-93-4), NARA advised HUD that new item 17-2 would need General Accounting Office (GAO) concurrence. On 2-4-94, HUD requested that item 17-2 and related item 16b(1) be withdrawn so that NARA could process the remaining items which did not need GAO concurrence. NARA Job N1-207-93-4 is pending NARA approval.
- 5. The content of new item 17-2 was requested by the Director, Policy and Evaluation Division, in HUD's Office of Procurement and Contracts. Please direct questions on content to Ed Girovasi on (202) 708-0294.

After NARA approval, these new items will be incorporated into Appendix 3 of HUD Handbook 2225.6 REV-1.

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
	Contracts, Grants, Supplies	
16.	Records related to contracts subject to the Federal Acquisition Regulations (FAR) (48 CFR Chapter 1), to grants and other forms of assistance, and to obtaining supplies. Other forms of assistance include loans, cooperative agreements, and contracts not subject to the FAR.	
a.	Case files on grants and other forms of assistance created and maintained by HUD program offices such as Housing, Community Planning and Development, Fair Housing and Equal Opportunity, Public and Indian Housing, and Policy Development and Research. These files include accepted applications among other documents, related correspondence and final product files.	Use the appropriate HUD records disposition schedule covering the program's records.
b.	All other records.	Use General Records Schedule (GRS) 3 except: (1) Use item 17-2 of this Schedule in place of GRS 3, items 3a(1) and (2).

RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

Item No.	Description of Records	Disposition
17-2.	Routine procurement files. Contract, requisition, purchase order, lease, bond and surety records, and inter-agency acquisitions, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in GRS 3, items 1 and 12).	
	a. Procurement or purchase organization copy, and related papers.	
	(1) Formal contracts under Federal Acquisition Regulation (FAR) Parts 14, 15, and 36.	Destroy 6 years and 3 months after final payment.
	(2) Small/simplified purchases under Federal Acquisition Regulation (FAR) Part 8 or 13 and interagency acquisitions under FAR Subpart 17.5.	Destroy 3 years after final payment.