

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

Asst Sec for Administration (ADMIN)

3. MINOR SUBDIVISION

Off of Administrative and Management Services (OAMS)

4. NAME OF PERSON WITH WHOM TO CONFER

Johnny Hodge
William Smith

5. TELEPHONE

(202) 708-1891 x210
(202) 708-1444

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-207-96-10

DATE RECEIVED

7-12-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3-24-97

John W. Carl

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 0 page(s) are not now needed for the 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

7/10/96

SIGNATURE OF AGENCY REPRESENTATIVE

Johnny Hodge

TITLE

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 GRS OR SUPERSEDED JOB CITATION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)

HUD Records Disposition Schedule 3
Administrative Records

~~1. Special Projects. Files consist of incoming and outgoing correspondence, memoranda, program descriptions, meeting notes, testimony, agendas, and other records concerning special projects or activities relating to inter-agency or intra-agency initiatives.~~

PERMANENT. Transfer to National Archives after the end of each calendar year.

Item withdrawal okayed by William Smith via Telephone on January 16, 1997. 36
See attached.

W. Jay Herndon 7/10/96
Office of the
General Counsel

Mary D. Herndon 7-10-96
Office of the
Inspector General

Attachment to SF-115

NARA Job No. N1-207-96-10

HUD RECORDS DISPOSITION SCHEDULE 3

ADMINISTRATIVE RECORDS

47. Records of Committees, Boards, Conferences, Task Forces and Special Initiatives.

- a. Record set of documentation relating to the establishment, organization, membership and termination of the committee, board, conference, task force or special initiative. Includes establishment proposals, approvals, charters, membership lists, and related documents. Kept by the Committee Management Officer in Headquarters or by the office serving as the office of record.

- (1) Inter-agency, advisory and international committees, boards, conferences, task forces and special initiatives where HUD is the sponsor or the secretariat.

Disposition: **Permanent.** Break file at end of calendar year in which the committee, board, conference, task force or special initiative is terminated. Retire to the Federal Record Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA Job NC1-207-80-5, item 47a(1)).

- (2) Internal, intra-agency committees, boards, conferences, task forces and special initiatives.

- (a) Records of internal HUD mission oriented intra-agency committees, boards, conferences, task forces and special initiatives.

Disposition: **Permanent.** Break files at end of calendar year in which the internal, intra-agency committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA Job No. N1-201-80-5, item 47a(2)).

- (b) Records of internal HUD non-mission orientated intra-agency committees, boards, conferences, task forces and special initiatives.

Disposition: **Temporary.** Break files at end of calendar year in which the internal, intra-agency committee, board, conference, task force and special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Destroy 3 years after file break. (Supersedes NARA Job No. N1-207-80-5, item 47a(2)).

- (3) Records on committees, boards, conferences, task forces and special initiatives that were proposed, but disapproved.

Disposition: **Temporary.** Break file at end of calendar year in which the committee, board, conference, task force or special initiative is disapproved. Destroy 3 years after file break. (Supersedes Job No. N1-207-80-5, item 47a(3)).

- b. Record set of documentation created by committees, boards, conferences, task forces and special initiatives. Includes agenda, minutes, special studies, final reports, project case files and related records documenting major activities and accomplishments. This is the designated official record set of the chairman, secretariat, recorder, or office of record.

- (1) Inter-Agency, advisory and international committees, boards, conferences, task forces and special initiatives where HUD is the sponsor or secretariat.

Disposition: **Permanent.** Break file at end of calendar year in which the committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA NC1-207-80-5, item 47b(1)).

- (2) Internal, intra-agency committees, boards, conferences, task forces and special initiatives.

- (a) Records of internal HUD mission oriented intra-agency committees, boards, conferences, task forces and special initiatives.

Disposition: **Permanent.** Break files at end of calendar year in which committee, board, conference, task force and special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (Supersedes NARA Job No. N1-207-80-5, item 47b(2)).

- (b) Records of internal HUD non-mission orientated intra-agency task forces, special project groups, committees, boards and conferences.

Disposition: **Temporary.** Break files at end of calendar year in which committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Destroy 3 years after file break. (Supersedes NARA Job No. N1-207-80-5, item 47b(2)).

Duplicative, fragmentary, non-record materials and items covered by the General Records Schedule may be disposed without further permission from the Department of Housing and Urban Development.