

9 ITEMS R6 207

Standard Form No. 115  
Revised November 1951  
Prescribed by General Services Administration  
GSA Reg. 3-IV-106  
115-103

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

## 1. FROM (AGENCY OR ESTABLISHMENT)

Dept. of Housing and Urban Development

## 2. MAJOR SUBDIVISION

New Communities Administration

## 3. MINOR SUBDIVISION

Office of Operations Management

## 4. NAME OF PERSON WITH WHOM TO CONFER

L. G. Bateson

## 5. TEL. EXT.

755-6170

## 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12-21-73  
(Date)

Edward H. Baxter

(Signature of Agency Representative)

Director, OMO

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Pre-applications for New Communities Development as submitted by private and public developers. Pre-applications that do <u>not</u> result in a full application.	DISPOSAL APPROVED	Retain for 5 years after close date and then destroy
2.	Applications for New Communities Development as submitted by private and public developers. (Projects not settled)	DISPOSAL APPROVED	Retain for 5 years after close date and destroy.
3.	Correspondence between developers and New Communities Administration relating to pre-applications on projects not resulting in an application.	DISPOSAL APPROVED	Retain for 5 years after close date and destroy.
4.	Correspondence from developers seeking information concerning New Communities Development. (includes Letters of Inquiry, Requests for Pamphlets, Letters, etc.) (on projects not settled or no action taken).	DISPOSAL APPROVED	Destroy 1 year after date of letter.
5.	<i>Record copies of guidelines, and regulations,</i> * Pamphlets, brochures, information or bulletins issued by New Communities Administration.	DISPOSAL NOT APPROVED	Retain original permanently.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>* Pre-applications for New Communities Development as submitted by private and public developers. (On projects resulting in an application submitted)</p> <p>DISPOSAL NOT APPROVED</p>	<p><i>Disposal not authorized at this time, review for appropriate disposition in 25 years.</i></p>	<p><i>Retain permanently</i></p>
7.	<p>* Applications for New Communities Development as submitted by private and public developers (Applications resulting in a Project Agreement).</p> <p>DISPOSAL NOT APPROVED</p>	<p><i>Disposal not authorized at this time, review for appropriate disposition in 25 years.</i></p>	<p><i>Retain permanently</i></p>
8.	<p>* Correspondence between developers and New Communities Administration on programs which result in a Project Agreement.</p> <p>DISPOSAL NOT APPROVED</p>	<p><i>Disposal not authorized at this time, review for appropriate disposition in 25 years.</i></p>	<p><i>Retain permanently</i></p>
9.	<p>Correspondence from developers seeking information concerning New Communities Development which result in settled programs. (Includes Letters of Inquiry, Requests for pamphlets and brochures, letters, etc. which relate to established programs.)</p>	<p>DISPOSAL APPROVED</p>	<p>Destroy after 1 year.</p>

\* *Change authorized by L. E. Bateman*