

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Office of International Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

Lillie M. Wolloch

5. TEL. EXT.

138 56692

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 17 1975	JOB NO. NC - 207-75-4
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<u>4-29-75</u> <u>James E. O'Neil</u> (Date) <u>acting</u> Archivist of the United States	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3-11-75

Date

Russell F. Thompson
(Signature of Agency Representative)

HUD Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">OFFICE OF INTERNATIONAL AFFAIRS RECORDS</p> <p>Attached is the revised schedule for the Office of International Affairs. This schedule supersedes the schedule approved May 13, 1965 -- National Archives Job NN 165-137.</p>		

Copy to Agency & NNRC 5/1/75 (H)

12 items

RECORDS SCHEDULE 29

INTERNATIONAL AFFAIRS RECORDS

*Changes in wording & disposition
State is authorized by Russell T.
Thompson, HUD Records Officer,
April 9 1975. W. Russell Thompson*

This schedule covers the records accumulating under the international affairs function of HUD.

Item No.	Description of Records	Disposition
	(1974-)	
1.	Export/Import files/containing inquiries on shipment of houses abroad, requests for clearance of export license, minutes of meetings on export control, export quotas, reports of material shortages, and removal of export controls; premium payment plan for imports, reports on imports, and waiver of import duty on building materials in short supply.	Destroy when 5 years old.
2.	Country Files (maintained alphabetically by specific countries) containing correspondence and Department of State dispatches relative to country study, proposed program for assistance; agreement for technical assistance; activity and project authorizations; requests for HUD specialists; recruitment of consultants; press releases; publications and photographs; economic, industrial, labor, and progress reports; evaluation of effectiveness of program; and correspondence with Federal agencies and industry regarding missions from foreign countries studying housing policies and methods. Page 2 lists the country files selected by HUD for retention. Emerging countries after World War II which were collectively representative of the type and extent of assistance extended by HUD were selected as being comprehensive of conditions under which assistance was granted.	(a) PERMANENT. Transfer to FARC when 5 years old. (b) Destroy when 5 years old.
	(a) Selected country files. (b) Other country files.	
3.	International conferences and organizations files consisting of invitations and acceptances to attend conferences as an observer or participant; agenda, lists of organizations attending meetings, authorization to attend conference; speeches, proceedings, conclusions and recommendations, resolutions, and regulations; position papers; reports and related correspondence.	(a) PERMANENT. Transfer to FARC 3 years after close of file. (b) Screen from file at time of transfer and destroy.
	(a) Lists of organizations attending meetings, agendas, position papers, HUD papers, speeches, and final reports.	
	(b) Other materials.	

INTERNATIONAL AFFAIRS RECORDS

Item No.	Description of Records	Disposition
4.	Technical Services Files: Exchanges of correspondence with government, industry, and foreign countries relating to housing techniques, building design, construction methods and materials. (a) Hard Copies. (b) Microfilm Copies.	(a) Destroy upon filming. (b) Destroy upon termination of program.
5.	General Subject Files:	
	a. Housekeeping Records	Use applicable GSA Records Schedules.
	b. Program records: Consisting of position papers, national and international financing, legislation, working agreements with Federal agencies, delegations of authority, organization and functions.	PERMANENT. Transfer to FARC upon termination of program.
6.	Publications Files: Consisting of publications issued by the Office of International Affairs.	PERMANENT. Transfer to FARC upon termination of program.
7.	Bilateral Programs: Correspondence exchanged with bilateral partners on subjects of mutual concern; memoranda of understanding; bilateral agreements; reports of site visits; etc. (a) Bilateral Programs with U.K. and U.S.S.R. (b) Bilateral Programs with other nations.	(a) PERMANENT. Transfer to FARC upon termination of agreement. (b) Destroy upon termination of agreement.

The following country files have been selected for permanent retention for historical and reference purposes. In selecting this material, we endeavored to choose foreign countries which were collectively representative of the type and extent of assistance provided by HUD:

Burma	China (Taiwan)	Nigeria
Chile	India	Peru
Columbia	Korea	Philippines

These files may contain material classified confidential and secret by AID and the State Department. They are copies of existing documents in AID and State Department. Access to the files is limited to individuals approved by the HUD Security Officer.