

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

Housing Production and Mortgage Credit - FHA

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

George Mikulak

5. TEL. EXT.

755 6058

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED

JUL 8 1975

JOB NO.

NC - 207-76-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-28-76 James E. O'Neil
(Date) acting 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1-22-76
Date

Russell J. 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
5.	<p><u>FIELD OFFICE RECORDS</u></p> <p>This is a revision of Records Schedule FHA-1, Field Office Records, Item 5a, Job No. NN-167-116, approved June 16, 1967.</p> <p>Drawings and Specifications (Multifamily Program)</p> <p>a. Master Drawings, Specifications, Plans, and copies of construction changes.</p> <p>(1) Region III records in the Washington National Records Center as of 12-31-75.</p> <p>Offer to National Archives 6 years after final endorsement.</p> <p>(2) Records from other regions that are selected for offer to National Archives. A one time selection shall be made, under the direction of the regional offices, for records through 12-31-75.</p> <p>Offer to National Archives 6 years after final endorsement.</p> <p>Cases selected shall represent the various types of multifamily projects including housing for the</p>		

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																								
	<p>elderly, experimental housing, low cost housing, nonprofit hospitals, nursing homes, rental property, condominiums, and cooperatives. Select one sample for each type of multifamily project (when available) for each of the following localities.</p> <table border="0"> <tr> <td>AK Anchorage</td> <td>NE Omaha</td> </tr> <tr> <td>AZ Tucson</td> <td>NJ Newark</td> </tr> <tr> <td>CA Los Angeles</td> <td>NM Albuquerque</td> </tr> <tr> <td>DC District of Columbia</td> <td>OR Portland</td> </tr> <tr> <td>FL Tampa</td> <td>PR San Juan</td> </tr> <tr> <td>GA Atlanta</td> <td>TX Dallas</td> </tr> <tr> <td>HI Honolulu</td> <td>UT Salt Lake City</td> </tr> <tr> <td>LA New Orleans</td> <td>VA Reston</td> </tr> <tr> <td>MA Boston</td> <td>Richmond</td> </tr> <tr> <td>MN Jonathan</td> <td>WI Milwaukee</td> </tr> <tr> <td>MO St. Louis</td> <td>WV Charleston</td> </tr> <tr> <td>MT Bozeman</td> <td></td> </tr> </table> <p>(3) All other records.</p> <p>Transfer to Federal Records Center 1 year after date of final endorsement. Destroy 6 years after final endorsement.</p> <p>Instructions for Regional Records Management Liaison Officers.</p> <p>During calendar year 1976, Records Management Liaison Officers shall assist appropriate regional, area, and insuring office officials in the selecting of sample projects for offer to National Archives. All regional offices (except Region III) shall forward a list of the selected projects to the Headquarters Paperwork Management Branch by December 31, 1976. Do not forward any records to Headquarters until they are requested. In 1980, Headquarters will provide instructions for forwarding files. This will allow Headquarters to assemble all sample files in one group for offer to National Archives.</p>	AK Anchorage	NE Omaha	AZ Tucson	NJ Newark	CA Los Angeles	NM Albuquerque	DC District of Columbia	OR Portland	FL Tampa	PR San Juan	GA Atlanta	TX Dallas	HI Honolulu	UT Salt Lake City	LA New Orleans	VA Reston	MA Boston	Richmond	MN Jonathan	WI Milwaukee	MO St. Louis	WV Charleston	MT Bozeman			
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