

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC1 207 76 10	
DATE RECEIVED 29 JUN 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-11-77 Date	<i>James Blhoads</i> Archivist of the United States

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
 Community Planning and Development

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Rufus E. Point Room 7151

5. TEL. EXT.

755-5983

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
6/28/77	<i>Robert J. Berlin</i>	Management Analyst		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Water and Sewer Facilities Grant Program Records The Water and Sewer Facilities Grant Program was authorized by Section 702 of the Housing and Urban Development Act of 1965 (P.L. 89-117), as amended. Under the program, grants of up to 50% and, in some cases 90%, were made to local authorities toward the development cost of basic public water and sewer facilities. Works for the storage, treatment, purification and distribution of water were eligible but the works for the treatment of sewage were not. To qualify for Federal funds, a project was required to meet the criteria established for unified or officially coordinated areawide water and sewer facilities systems which were themselves parts of comprehensive development plans, and the local authority was required to observe and enforce, through the contractor, all laws and regulations on equal opportunity employment and minimum wage standards. The enabling legislation was superseded by Title I, Housing and Community Development Act of 1974 (P.L. 93-383). HUD now awards "block" grants to local governments to fund a wide range of community development activities.			

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>In a single, flexible-purpose program, the block grants finance all activities previously eligible under such separate categorical programs as water and sewer grants.</p> <p>Before being superseded, the Water and Sewer Facilities Grant Program financed 2,435 projects totalling \$1,102,683,533. As of April 1977, 270 of those projects were still under construction.</p>		

RECORDS DISPOSITION SCHEDULE

WATER AND SEWER FACILITIES GRANT PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	<p>General subject files (program records) including, correspondence, memoranda, reports, forms, legal opinions, statutes, legislative proposals, congressional statements, charts, instructions, delegations of authority, and studies relating to program policy, function, organization, committees, accounting, and agreements.</p>	<p>Incorporated into Community Planning and Development Central Subject Files. Separate disposition instructions will be provided.</p>
	<p>a. Headquarters Office Files</p>	<p>Incorporated into Community Planning and Development Central Subject Files. Separate disposition instructions will be provided.</p>
	<p>b. All other files including Regional and Area Offices</p>	<p>Destroy when 4 years old.</p>
2.	<p>General Subject Files (facilitative and house-keeping records).</p>	<p>Use applicable General Records Schedules.</p>
3.	<p>Application, Grant Agreement, and Construction files consisting of application, supplements, revisions; grant agreements, waivers, and opinions of counsel; official review reports; contracts, project summary, final construction report; requisitions for funds; audit reports; and related correspondence.</p>	<p>Use applicable General Records Schedules.</p>

RECORDS DISPOSITION SCHEDULE

WATER AND SEWER FACILITIES GRANT PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	Area, Regional, and Headquarters Office Files.	Destroy 3 years after final settlement.
4.	Withdrawn, Disapproved, and cancelled applications and related correspondence.	
	Area, Regional, and Headquarters Office Files.	Destroy 3 years after withdrawal, disapproval, or cancellation.
5.	Inter-Agency Case Referrals consisting of "Action on Preliminary Inquiry" (HUD Form 41490) on project assistance applications forwarded to other agencies having responsibility.	
	Area and Regional Office Files.	Destroy 3 years after date of material.
6.	Project Control Records consisting of individual applicant status record documenting action taken from application to completion of construction.	
	Area Office Files.	DESTROY. Place in an inactive file after project completion and final audit. DESTROY 1 year after liquidation of program.

RECORDS DISPOSITION SCHEDULE

WATER AND SEWER FACILITIES GRANT PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
7.	Headquarters and field office reference copies of printed administrative procedures, informational releases, and other publications providing for dissemination of informational and promotional material, including press releases, speeches, issuances, publications, and similar material.	Destroy when superseded or obsolete. Review annually.
8.	Contractors' payrolls consisting of weekly payrolls, with related certifications.	Destroy 6 months after final project inspection unless wage or other matter involving the payrolls are in dispute or question, in which instances destroy after case is satisfactorily closed.
9.	<p><i>Water and Sewer System.</i></p> <p>This machine-readable system tracks each project through its life cycle from pre-application processing through project completion/close-out or attrition. The system provides for the retrieval of data through detail project listings (directories), summary reports and analyses, and selective extractions and listings. Dates of coverage are from 1966 through the present.</p>	<p>Disposable when no longer needed for agency use, or ten years following close-out of last case, whichever occurs first.</p>