

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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DATE RECEIVED SEP 14 1976	JOB NO. NC1-207-76-11
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-24-76 (Date)	<i>James E. O'Heill</i> Archivist of the United States

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

- FROM (AGENCY OR ESTABLISHMENT)
Department of Housing and Urban Development
- MAJOR SUBDIVISION
Federal Disaster Assistance Administration
- MINOR SUBDIVISION
- NAME OF PERSON WITH WHOM TO CONFER
Eileen Argulewicz
- TEL. EXT.
634 7810
- 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9-13-76 *Russell J. Thompson* Records Management Officer
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DISASTER PROGRAM RECORDS		
	This is a revision of Items 4 and 6 of Job No. NC1-207-76-7, approved March 23, 1976. Item 4 includes a "b" for regional files, and Item 6 provides for a reduction from 5 to 3 years.		
4.	Case files on natural disaster in which assistance was requested, but not declared under Public Law, includes requests for assistance, turn down correspondence, and related materials.		
	a. Headquarters Files. Transfer to Federal Records Center 2 years after turndown date of record. Destroy 6 years after turndown date of record.		DO change after conversation with Eileen Argulewicz.
	b. Regional Files. Destroy 2 years after turndown.		9/23/76
6.	Project Application Files and Termination Memoranda (Close-out Letters).		
	Destroy with related case files 3 years from date of Termination Memorandum. Transfer original of Federal-State Agreement and Termination Memorandum to disaster case file.		

Copy to Agency & All FRC's 9-28-76 AD