

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items

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

Assistant Secretary for Housing

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

George J. Mikulak

5. TEL. EXT.

755 6710

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 23 1976	JOB NO. NC1-207-76-12
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>9-29-76</u> <u>James E. O'Heille</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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9-22-76 Russell J. Thompson Records 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
	<p align="center">FIELD SUPPORT RECORDS</p> <p>Attached is a revised records schedule for Field Support Records. This schedule replaces the records schedule for Field Operations Supervision, NARS Job No. II-MNA-1118, approved January 24, 1958.</p>		

*Copy to Agency 10-4-76
Copy to All FRC's 10-21-76*

RECORDS SCHEDULE 4
FIELD SUPPORT RECORDS

This schedule covers records accumulated in Headquarters relating to HPMC Field Support functions and performance. This schedule was formerly identified as Records Schedule 4, Field Operations Supervision Records.

<u>Item No</u>	<u>Description of Records</u>	<u>Disposition</u>
A. POLICY, PROCEDURES, AND DIRECTIVE		
1.	General Correspondence. Includes policy material and instructions, inter-division memoranda including instructions to Region and Field Offices, general memoranda from offices responsible for other functions with respect to field operational matters.	Destroy ^{when} after 5 years <i>old</i>
2.	Administrative Correspondence. File includes general administrative correspondence not of a substantive nature, copies of personnel and budget correspondence, printing and supply requisitions, general memoranda and other matter relative to the nonprogram administration of the field operations function. These records are of temporary value.	Destroy ^{when} after 2 years <i>old</i>
3.	General Field Operations Program Correspondence, Relating Chiefly to Procedural Matters and	Destroy ^{when} after 3 years <i>old</i>

<u>Item No</u>	<u>Description of Records</u>	<u>Disposition</u>
	Requests for Information. This is general routine correspondence of a non-policy nature with respect to program and other administrative matters. Records include matters of a routine nature. They will have no further operational value after 3 years.	
4.	Chronological File, Field Operations Supervision. Temporary reference value only.	Destroy ^{when} after 3 years, or after completion of Audit by GAO, whichever is earlier.