

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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
Assistant Secty. for Fair Housing and Equal Opportunity

3. MINOR SUBDIVISION
Office of Fair Housing and Contract Compliance

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Laura L. Spencer

426-3500

LEAVE BLANK	
JOB NO	
NC 1 207 78 5	
DATE RECEIVED DEC 19 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-21-77 Date	<i>James B. Rhoads</i> Archivist of the United States

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 2 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
12/13/77	<i>Robert J. Durkin</i>	DHUD RECORDS OFFICER
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
2.	<p>The Department of Housing and Urban Development desires to revise the retention requirement for Item 2, HUD Records Schedule 50, Fair Housing and Equal Opportunity. The Fair Housing and Equal Opportunity Office in Headquarters retains the duplicate file and are requesting a 2 year retention period, at which time the case file may be destroyed from office.</p> <p>Complaint Case File.</p> <p>(a) Original complaints, affidavits, incoming correspondence, copies of outgoing correspondence, receipts for certified mail, original final investigation reports, conciliation agreements and related correspondence.</p> <p>(b) All other copies</p>	<p>NC 207-76-2</p> <p>Destroy. Transfer to Federal Records Center 1 year after final adjustment or case is closed.</p> <p>Destroy 5 years after case is closed.</p> <p>Destroy on site 2 years after adjustment or case is closed.</p>

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7.
ITEM NO8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9.
SAMPLE OR
JOB NO10.
ACTION TAKEN

Fair Housing and Equal Opportunity Concurrence

Laura C. SpencerDate 12/12/77Berneth F. HillertDate 12/12/77

Legal Concurrence

YU DannerDate 12-13-77