

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Not NCD 471*

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 Office of Neighborhoods, Voluntary Associations and Consumer Protection
3. MINOR SUBDIVISION Office of Mobile Home Standards, Enforcement Division

4. NAME OF PERSON WITH WHOM TO CONFER *TC*  
Thomas C. Tang, HUD Rm. 3240

5. TEL EXT  
755-6893

|   |                                |
|---|--------------------------------|
| LEAVE BLANK   |                                |
| JOB NO  | NCL-207-81-3                   |
| DATE RECEIVED   | March 4, 1981                  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |                                |
| <b>WITHDRAWN</b>  |                                |
| Date  | 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 1 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<br>12/29/80 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Robert J. Devlin</i><br>Robert J. Devlin | E. TITLE<br>Departmental Records Management Officer |
|---------------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1.          | <p align="center">RECORDS DISPOSITION SCHEDULE 21<br/>Mobile Home Standards Records</p> <p>Mobile Home Standards Enforcement File, 1976-present. Contains inspection reports, primary inspection agencies' performance reviews &amp; related correspondence, monitoring contractor correspondence, consumer complaints investigation reports, mobile home workshop reports, and case hearing reports.</p> <p>Long term retention of these records is necessary to document product defects and recalls. Present accumulation: 45 cu. ft., arranged alphabetically by name of manufacturer. Annual rate of accumulation is 8 cu. ft.</p> <p>We propose immediate conversion of the 1976-79 block of records to microform, with filming in annual blocks thereafter. This certifies that these records will be micro-filmed in accordance with standards set forth in 41 CFR 101-11.506.</p> <p>PROPOSED DISPOSITION:</p> <ol style="list-style-type: none"> <li>Paper documentation converted to microform - destroy when microform has been checked and verified.</li> <li>Microform - destroy 6 years after all Departmental requirements have been met, or 6 years after program abolition, whichever occurs first.</li> </ol> |                      | <b>WITHDRAWN</b> |
|             | <p><i>James Buckley</i><br/>Program Concurrence</p> <p><i>John G. Howard</i><br/>Legal Concurrence</p>   |                      |                  |

*Closed out as Withdrawn. 3-10-81: K.T.D.*