

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

*62 Jan 22 1982*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Housing & Urban Development

2. MAJOR SUBDIVISION  
Office of the Assistant Secretary for Administration

3. MINOR SUBDIVISION  
Executive Secretariat

4. NAME OF PERSON WITH WHOM TO CONFER  
Rm. 10139  
Barbara A. Judd, Deputy Director

5. TEL EXT  
755-7654

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO<br><br>NC1-207-82-4  |  |
| DATE RECEIVED<br>January 8, 1982  |  |
| NOTIFICATION TO AGENCY<br><br>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| 6-15-82<br><i>Date</i>  | <i>Robert M. Devlin</i><br><i>Archivist of the United States</i> |

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<br>11-30-81 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Robert J. Devlin</i><br>Robert J. Devlin | E. TITLE<br>Departmental Records Management Officer |
|---------------------|--|---|

| 7<br>ITEM NO | 8<br>DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|---------------------------|--------------------|
|              | <p align="center"><b>RECORDS DISPOSITION SCHEDULE 62</b></p> <p align="center"><b>SECRETARY AND UNDER SECRETARY RECORDS</b></p> <p>This schedule provides revised records disposition standards for the records of the Secretary and the Under Secretary. At HUD, the Executive Secretariat serves as the central processing office for all correspondence and memoranda addressed to the Secretary and Under Secretary (see HUD Handbook 1150.1, pg. 1-2, dated 7/80--copy attached).</p> <p>This revision will supersede NARS Job No. NC-207-76-3. The Department is microfilming most of the documents covered by this schedule, and proposes to destroy the paper once the microforms have been checked and verified.</p> <p>This certifies that all microfilming will be done in accordance with the standards set forth in 41 CFR 101-11.506.*</p> <p>* See attached memo, NC to NN, 5/3/82, regarding use of micrographics.</p> <p>Microforms shall be physically inspected every two years in accordance with 41 CFR 101-11.507-2.</p> <p>MASS DATA CHANGE WILL BE FORWARDED WITH PRINTED CHANGE</p> |                           | 6 items            |

*Closed Out: 6-30-82: K.T.P.*  
*Copy to Agency, NNF & NNB*

## RECORDS DISPOSITION SCHEDULE 62

## SECRETARY AND UNDERSECRETARY RECORDS

| <u>Item No.</u> | <u>Description of Records</u>  | <u>Disposition</u>  |
|-----------------|--|---|
| 1.              | All subject files except those described under Item No. 2.   |   |
|                 | a. Records converted to microform.   | a. Destroy after microform is checked and verified.   |
|                 | b. Microforms (silver halide version and diazo duplicate). (less than 1 cf/yr)   | b, c, d. Permanent. Retire to Federal Records Center 3 years after close of calendar year. Transfer to National Archives every 10 years after close of calendar year. In 1986 offer 1966 to 1976 records to National Archives |
|                 | c. Records not filmed (prior to 3/79) (10 cf/yr)   |   |
|                 | d. Name Index file (blue copy) - prior to 3/79. (5 cf/yr)  | Destroy 3 years after close of calendar year.   |
| 2.              | Subject files consisting of emergency planning; travel and travel funds; employment, employee development and training, applicant's file, performance and promotion; complaints; protests; publications; autographs; biographies; photographs; news releases; office space and facilities; printing and reproduction; and procurement, property management and supply. |   |
| 3.              | Chronological correspondence file consisting of copies of communications referred to other offices for direct reply, and copies of replies forwarded to the Secretary, Under Secretary, or the Executive Secretariat. Copies of replies are not provided in all cases.   |   |
|                 | a. Records converted to microform.   | Destroy after microform is checked and verified.  |
|                 | b. Microforms.   | Retire to Federal Records Center 3 years after close of calendar year. Destroy 7 years after close of calendar year.  |

*Changed per telecon  
w/ B. Devlin, 5/17/82  
RWC*