

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)
U.S. Department of Housing and Urban Development

2 MAJOR SUBDIVISION Assistant Secretary for Housing--
Federal Housing Commissioner

3 MINOR SUBDIVISION
Office of Manufactured Housing & Construction Standards.

4 NAME OF PERSON WITH WHOM TO CONFER
John Diehl, Room 3246

5 TEL EXT
755-6584

LEAVE BLANK	
JOB NO	NC1-207-83-3
DATE RECEIVED	9-7-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
29 SEP 1983	<i>[Signature]</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 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 7/22/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert J. Devlin, Rm. 5276	E TITLE Departmental Records Management Officer
7. ITEM NO 1.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) <u>Consumer Complaint Files, 1976 to present</u> These consumer complaints (also known as "State Working Files"), consist of correspondence from consumers and manufactured housing manufacturers, together with the resultant correspondence generated by this Department. <u>Proposed Disposition:</u> Break/cut off files annually. Retire files to records center when they are three ^{two} years old. <i>[Signature]</i> Destroy files when they are six ^{9/7/83} years old. <u>Program Concurrence:</u> <i>[Signature]</i> Tobias A. Gottesman, Chief State and Consumer Liaison Branch, Manufactured Housing Standards Division <u>Legal Concurrence:</u> <i>[Signature]</i> Jeffrey Hammond, Attorney Advisor Program Compliance and Enforcement Office of General Counsel	9 SAMPLE OR JOB NO 10. ACTION TAKEN 1 item

MASS DATA CHANGE NOT REQUIRED.
NMF & Agency sent 10-13-83 by DMW.
NCW sent 10-21-83 by DMW.