

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

LEAVE BLANK	
JOB NO.	
NCL-207-84-4	
DATE RECEIVED 6-29-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-5-84 Date	<i>Robert M. May</i> Archivist of the United States

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 Assistant Secretary for Administration

3 MINOR SUBDIVISION

N/A

4 NAME OF PERSON WITH WHOM TO CONFER

Carol L. Hutzell

5. TEL EXT

426-1891

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 5/1/84	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	E TITLE Departmental Records Management Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
8.	<p>RECORDS DISPOSITION SCHEDULE 3</p> <p>ADMINISTRATIVE RECORDS</p> <p>This is a request to add a new item 8 to replace item 27-1 and to revise item 27 of HUD Records Disposition Schedule 3, dated 2/81. Schedule 3 is published as Appendix 3 to HUD Handbook 2225.6.</p> <p>Item 27-1 covers finance and accounting records that have been microfilmed. HUD proposes to add a new item 8 to cover all its microfilmed records and to reflect newly revised 41 CFR 101-11.506-1. Item 8 will replace item 27-1. HUD also proposes to revise item 27 to reflect this change and to reflect the cancellation of HUD Records Disposition Schedule 12.</p> <p>New item 8 and revised items 27 and 27-1 will read as follows:</p> <p>Records which are microfilmed according to 41 CFR 101-11.506 and a feasibility study or contract approved by Headquarters.</p>		4 items

**MASS DATA CHANGE SHEET NOT REQUIRED**

Agency sent 7-12-84 by Dmw.

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 of 2
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8 (cont)	<p>a. Scheduled, temporary records.</p> <p>(1) Hard copies which were microfilmed.</p> <p><u>Disposition:</u> Destroy after microform is checked and verified.</p> <p>(2) Microform copies and hard copies <u>not</u> microfilmed.</p> <p><u>Disposition:</u> Use the same schedule and item that covered the original records.</p> <p>b. Permanent or unscheduled records.</p> <p><u>Disposition:</u> Contact the Departmental Records Management Officer for help in preparing an SF 115 to cover these records.</p>		
27.	<p>Financial accounting records.</p> <p><u>Disposition:</u> Use General Records Schedules 6 and 7.</p>		
27-1.	<p>RESERVED.</p> <p>This certifies that HUD records will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Since this revision meets the requirements of the GAO Manual for Guidance of Federal Agencies, Title 8--Records Management (Chapter 1, Section 4.6), separate GAO clearance is not required.</p> <p><i>A. A. Evans</i>  <u>OFA Program Concurrence</u>            Shirley A. Evans, Director, OFA</p> <p><i>4/24/84</i>  <u>Date</u></p> <p><i>David D. White</i>  <u>Legal Concurrence</u>            David D. White, Assistant General Counsel, Administrative Law</p> <p><i>5/1/84</i>  <u>Date</u></p>		

# APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER  
NC1-207-84-4

## SECTION I - ACTION TAKEN

- ☒ 1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government
- GENERAL ACCOUNTING OFFICE CONCURRENCE ☒ IS NOT NECESSARY ☐ IS NECESSARY AND HAS BEEN OBTAINED
- ☐ 2 **APPROVED FOR PERMANENT RETENTION** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule
- ☐ 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation
- ☐ 4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency

## SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Robert Wolven</i>	7-3-84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Moody</i>	7/5/84
CONCURRENCES			

## SECTION III - APPRAISER'S COMMENTS

This schedule revises HUD's Schedule 3 (Administrative Records), items 8 and 27. Its purpose is to incorporate changes in 41 CFR 101.11 relating to the disposition of non-permanent records which have been microfilmed. The changes also emphasizes to HUD personnel the need to obtain NARS approval for micrographics applications to permanent and unscheduled records. Lastly, the revision deletes reference to Schedule 12 because it is now obsolete.

Since the records are already approved for disposal, concurrence of NNF is unnecessary.



U S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D C 20410

OFFICE OF THE ASSISTANT SECRETARY  
FOR ADMINISTRATION

YB 5/4/84

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5/4/84

*Coren*

MAY 2 - 1984

Mr. David F. Peterson  
Assistant Archivist for Federal  
Records Centers (NC)  
National Archives and Records Service, GSA  
Washington, DC 20408

Dear Mr. Peterson:

We are requesting NARS' approval of the enclosed SF 115. It will add a new item 8 to HUD Records Disposition Schedule 3, "Administrative Records." Schedule 3 is published as Appendix 3 to HUD Handbook 2225.6.

Item 8 covers all HUD's microfilmed records and reflects newly revised 41 CFR 101-11.506-1. It will replace item 27-1. Item 27 is also being revised to reflect this change and the cancellation of HUD Records Disposition Schedule 12.

For more information, please contact Robert J. Devlin, Departmental Records Management Officer, telephone 426-1891.

Sincerely,

Robert C. Eisemann  
Director  
Management Services Division

Enclosure