

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)
NUMBER

11-515-96-1

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED

4-04-96

1. FROM (Agency or establishment)

Historic American Building Survey/Historic American Engineering Record

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Record

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Georgette R. Wilson

(202)343-9599

DATE

7-9-97

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

3-29-96

Georgette R. Wilson

Collections Administrator,
HABS/HAEER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Historic American Building Survey/Historic American Engineering Record</p> <p>Office of the Deputy Chief Mitigation Program Records</p> <p>See attached pages for record schedule</p>		<p>WITHDRAWN</p>

JUL 10 1997 *MAR Withdrawn*

**Historic American Building Survey/Historic American Engineering Record
Office of the Deputy Chief**

3.2 Mitigation Program Records — REGIONAL RECORDS ONLY

Under the provisions of Sections 106 and 110b of the National Historic Preservation Act of 1966 as amended, Federal agencies are required to produce documentation to HABS/HAER standards on buildings, structures, sites, and objects that are listed in or eligible for listing in the National Register of Historic Places and that are threatened with demolition or substantial alteration. Mitigation projects generally document cases of national or nationwide historical, cultural, or architectural significance. The HABS/HAER mitigative program is administered by NPS regional offices or service centers with overall program coordination from the HABS/HAER Washington Office. While mitigation projects are coordinated in the regional offices, the actual project work is usually conducted by contractors under the supervision of the responsible Federal agency. Documentation produced is forwarded to Washington and included in the HABS/HAER collection at the Library of Congress. The management of the program is the responsibility of the Deputy Chief of HABS/HAER.

a. Correspondence and Memoranda (Washington and regional offices)

Correspondence, memoranda, notes, reports, and other documents that concern the Government's efforts to document endangered structures in compliance with the Section 106/110b review procedures of the National Historic Preservation Act as amended.

(1) Electronic records

Delete after the official record copy (printout) is placed in official HABS/HAER files, and when no longer needed for reference. [GRS 20, Item 13]

WITHDRAWN

(2) Hard copies and printouts

Permanent. Cut off at the end of the FY, and transfer to the FRC when 5 years old. Transfer to the National Archives 10 years after closure.

WITHDRAWN

b. Case Files (Washington and regional offices)

Files generally pertain to cases of national/nationwide significance, and include but are not limited to the following: correspondence, memoranda, notes, reports, related publications and brochures, and other documents that chronicle HABS/HAER liaison activities and advice with other Federal agencies to comply with Section 106 and 110b review of the National Historic Preservation

Act.

Permanent. Cut off when case is closed, and transfer to the FRC 5 years after cut off. Transfer to the National Archives 10 years after cut off.

WITHDRAWN

NOTE: Mitigation Case Files in regional offices should be transferred to the nearest regional federal record center or the nearest regional archives.

c. ~~Policy and Procedure (Washington office only)~~

~~Correspondence, memoranda, notes, reports, and other documentation that concern the management and administration of policies and procedures related to the administrative and liaison activities, and advice with other Federal agencies to comply with Section 106 and 110b review of the National Historic Preservation Act of 1966 as amended.~~

~~**Permanent.** Cut off file when superseded by approved new and/or updated policies and procedures, and transfer to the FRC when 5 years old, transfer to the National Archives when 10 years old.~~