NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-051-76-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/11/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items remain active, Item 8a remains active for records dated 2016 and previous only.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item.8a Superseded by DAA-GRS-2015-0006-0001 *Superseded for records dated 2017 and forward only

REQUEST AUTHORITY TO DISPOSE OF RECORDS (See Instructions on Reverse)				
		DATE RECEIVED AUG 2 5 1975	JOB NO.	
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON	l, D.C. 20408			
1. FROM (AGENCY OR ESTABLISHMENT) Executive Office of the President 2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the dis- posal request, including amendments, is approved except for items that may be stomped "disposal not approved" or "with- drawn" in column 10.		
Office of Management and Budget 3. MINOR SUBDIVISION Office of the Director - Records Sec	tion			
4. NAME OF PERSON WITH WHOM TO CONFER Nell Doering/Charles Howton	5. TEL. EXT. Code 103 e xt. 3914	10-7-15 Jan	septhond	
6. CERTIFICATE OF AGENCY REPRESENTATIVE:		Date Archi	vist of the United States	

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

(Date)	(Signature of Agendy Representative)	(Title)	<u></u>
7. Em NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See attached Record Schedule: Record Schedule for the Community and Veterans Affairs Division, Office of Management and Budget		
	Copy to Agency 10-9-75 (A)		88 it

STANDARD FORM 115 Revised November 1970 Prescribed by General Services Administration FPMR (41 CFR) 101–11.4 115–105

Community and Veterans Affairs Division

The Community and Veterans Affairs Division is responsible for review and examination of the Federal effort in such program areas as housing and community development, highways and mass transit, veterans benefits and services, National Capitol Region, civil rights activities of the executive branch, and Bicentennial program coordination. Analyses and recommendations of these programs are concerned with resource allocation, management of programs and clearance of related legislation.





CVA - Division Officei

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Description	Location of Record	Authorized disposition
ADMINISTRATIVE RECORDS		
Correspondence relating to the internal organization and management of the CVA - Division Office. Q Chronological File	CVA - Division Office	i Retire to Record Section When 2 years old. Record Section will retain
Organization Work Plans		until-no-longer-needed for-administrative-or- soference-purposes Start new files every 2 years.
K Noncurrent Record Transfers (OMB Form 56)		L Nonrecord - Office reference copy. Dispose when obsolete or superseded.
2. BUDGETARY RECORDS		
Reference copies of budgetary records.	CVA - Division Office	Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business - whichever is sooner. Start new files each
PROGRAM RECORDS		fiscal year.
Reference copies of program-related memoranda, studies, letters, etc., to the Director and others on individual programs or issues; study reports.	CVA - Division Office	Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business - whichever is sooner. Start new files every 2 years.
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CVA - Division Office

CVA - Division Office		
Description	Location of Record	Authorized disposition
LEGISLATIVE RECORDS Legislative clearance items including printed materials and related correspondence.	Legislative Reference Division •All Cther Copies	See LRD Schedule. Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress
EXECUTIVE ORDER AND PROCLAMATION RECORDS Records on Executive Orders and Proclamations include materials on clearance, proparation, presentation, and publication.	• Legislative Reference Division All Other Copies	See LRD Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - whichever is sconer. Start new file every 2 years.
•.NONOFFICIAL PAPERS Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.	CVA - Divisio Office	Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.

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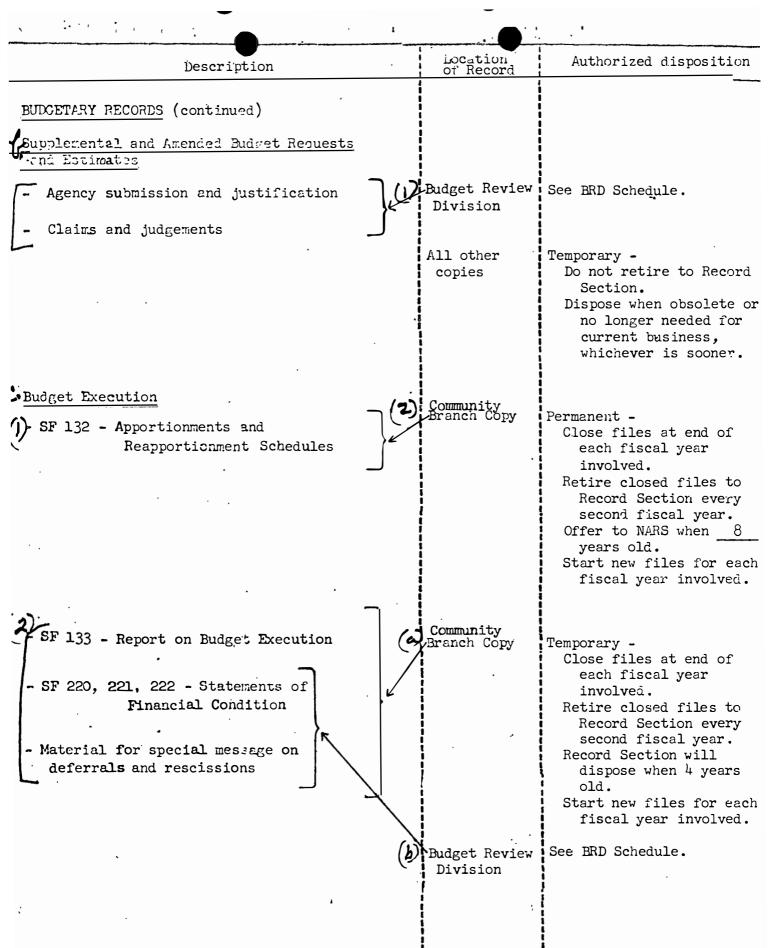
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CVA - Community Branch



Description	Location of Record	Authorized disposition
ADMINISTRATIVE RECORDS	1 1 1 1	
Correspondence relating to the internal organization and management of the Community Branch.	Community Branch	• • • • • •
<pre>&.Chronological file Work plans</pre>		Temporary - Dispose when 2 years old or when no longer needed for administra- tive purposes, which- ever is sooner. Start new files every 2 years.
-		
4. Noncurrent Record Transfers (OMB Form 56)		Nonrecord - Branch reference copy Dispose when obsolete or superseded.
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CVA - Community Branch

CVA - Community Branch		1
Description	Location of Accord	Authorized disposition
budgetary records		
Budgetary records maintained by the Community Branch reflect the budget process according to the fiscal year involved.		
 Budget Formulation and Preparation Ceiling Letter Agency Estimate Submissions and Justifications "Official Set" (as 	(a) Community Branch Copy	Permanent - Close files at end of each fiscal year involved. Retire closed files to
required by OMB Circular A-11) Appeals Allowance Letter 		Record Section every second fiscal year. Offer to NARS when <u>8</u> years old. Start new files for each fiscal wear involved
- Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)	(6) All other copies	fiscal year involved. Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.
Spring Planning Review Director's Review Presidential Review	(a) Budget Review Division	See BRD Schedule.
	(b) All other copies	Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.

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CVA - Community Branch

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Description	Location of Record	Authorized disposition
EUDGETARY RECORDS	Community	
· · · · · · · · · · · · · · · · · · ·	Branch	·
The Community Branch is responsible for maintaining budgetary records for the following agencies:		
Executive Office of the President Office of Telecommunications Policy		
Funds Appropriated to the President Appalachian Regional Development Programs		
Independent Agencies		
ACTION .		
International Programs (Peace Corps)		·
Domestic Programs (VISTA)		
American Revolution Bicentennial Administratio	h	
Appalachian Regional Commission		
Cabinet Committee on Opportunities for Spanish		
Speaking People Commission of Fine Arts		
Commission on Civil Rights		
Corporation for Public Broadcasting		•
District of Columbia		•
Federal Payment to the District of Columbia		
Loans to the District of Columbia for		• •.
Capital Outlay		
Advances to Stadium Sinking Fund, Armory Board		
Repayable Advances to the District of Columbia General Fund		
Equal Employment Opportunity Commission Federal Communications Commission		•
National Capital Planning Commission		
Pennsylvania Avenue Development Corporation		
Washingtion Metropolitan Area Transit Authority (NETRO), payments to		• .
Temporary Study Commission Privacy Protection Study Commission (new FY 1976)		
District of Columbia		· ·
· · ·	•	
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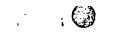
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CVA - Community Branch				
Description	Location of Record	Authorized disposition		
9 <u>PROCRAM RECORDS</u> The programs of the Community Branch are reflected in the following records (which includes program-related remoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)	Community Branch	Permanent - (except where otherwise indicated) Close files every 2 years. Retire Close your (25) end (25) to Record Coection, efter (37) Theorem to MARS when		
Executive Office of the President Office of Telecommunications Policy OTP Organization - OTP/OT Relationship Pay - for - Spectrum Domestic Council Committee Right of Privacy General Cable TV Issues		<pre>gears old. Start new files every 2 years.</pre>		
<u>Funds Appropriated to the President</u> Appalachian Regional Development Programs <u>Department of Health, Education and Welfare</u> <u>St. Elizabeth's</u> General		• 6 7 7 7 7 7 7 8 8 8 8 8 8 8 8 8 8 8 8 8		
Independent Agencies <u>ACTION</u> Policy Issues (White House and Congressional New Programs Civil Rights Community Action Program and ACTION National Center for Voluntary Action (NCVA) Publications Tile (Circular A - 3) (comportry))			
Trip Reports General Information File - internal Policy and Program Development (OPPD) Peace Corps - General Publicity Administration and Management Readjustment Allowance Study 1974 Minority Affairs Management by Objectives (MBO) Personnel and Employment Issues (MBO) SCORE/ACE				
Citizens Placement UYA (University Year for ACTION) ACTION Cooperative Volunteer Program (ACV)				

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CVA - Community Branch

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Description	Location of Record	Authorized disposition
Independent Agencies contd.		
ACTION	ļ,	
VISTA		
Evaluations (Peace Corps)		
Evaluations (Domestic Operations)		
Management Systems Reports (OMB Circular A-44		
IGA and GAO Reports		
Older Americans Program		•
National Voluntary Service		
Advisory Council		
Transfer of SCORE/ACE programs from ACTION	l l 1 t	
to SBA		
American Revolution Bicentennial Administration		
(formerly American Revolution Bicentennial		
Commission)		
General		
Authorizing Legislation		
Philadelphia Commitment		•
BINET		
Four-Cities Conference		
1974 Antideficiency Act Violation		
Grant Programs		
5		
ARBA Organization		
Bicentennial		
General		
Interama		
People's Bicentennial Commission		
Visitor Services		
Coins and Stamps Program		
Licensing Arrangements		
Federal Coordination		
		· · ·
Appalachian Regional Commission		
General	2	
Highway Programs		
Bellman Study		
ARC Program Design		
GAO Reports (temporary)		
Cabinet Committee On Opportunities For Spanish-		
Speaking People		
General	1	
Arawak Corporation Study on Expanded		
Ownership		
Commission of Fine Arts	l l	
General		
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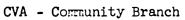
CVA - Community Branch

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Description	Location of Record	Authorized disposition
Commission On Civil Rights		
General		
Civil Rights (General)		
Women in Private Sector Information Sessions		
Activities		
Affirmative Action Plan		
Racial and Ethnic Data		
Leadership Conference		
Segrated Meetings Title VI - ^C ivil Rights Act 1964		
CRC April 1973 Questionnaire		
Malek EEO Project		
Corporation For Public Broadcasting		
-CAO-Auttr-Reports-(Ionporary)		
PBS-Station Program Cooperative		
HEW Facilities Grants		
General PBS Partnership Agreement		·
American Rile Tradition		
American Film Institute General		
Newsee of Col. 14.		
District of Columbia Presidential Study to Combine EPS and Park		•
Police		
Home Rule		
GAO Audit Reports		
Home Rule Implementation		•
Revenue Reports		
D.C. Finance & Revenue		
Economic and Urban Renewal		
D.C. Housing and Urban Renewal		•
Federal Home Loan Bank Board Building		
Old Post Office		
Eisenhower Arena/Convention Center		
D.C. Bicentennial Program Follow-Up		
Bicentennial Follow-Up/General		
Bicentennial Gardens and Other Parks		
D.C. Bicentennial Celebration		۰. ۲
Determination Order D.C. Manpower/Administrat	ion	; ;
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Description	Location of Record	Authorized disposition
District of Columbia contd.		
Bicentennial General		
D.C. Bicentennial Program Development		
Employment and Manpower	5	
Transportation		6 6
Highways and Traffic Bus Company Ownership	C 9 7	8 2 5 6
D.C./HEW	8 2 8	
Schools		
Public Safety and Narcotics		
Management Improvement		
National Capital Service Area		
Anacostia/Bolling D.C. Police		
D.C. Riot Corridors-Rebuilding		
Recreation and Summer Projects		7 1 1
Welfare		į
Airports		
D.C. Crime - Helicopters		7 1
D,C, Courts Water Pollution - Blue Plains	1	•
D.C. Development Bank	· · · · ·	1
Water Supply		
D.C. Sanitation		
Court Complex		i i
D.C. Stadium		
Environmental Protection	. •	
D.C. Stadium St. Elizabeth's Transfer to D.C. Government	1 1	
FT. Lincoln	i i	e t
D.C. Environmental Services		
	i .	
Equal Employment Opportunity Commission		8 8
Determination Order		
General		
Performance Management Plan	1	
-GAO-Reports-(temporary)		
Federal Communications Commission		
General	i i	1
Cable Television	1	6
Regulatory Reform	E 3	
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CVA - Community Branch

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Description	Location of Record	Authorized disposition
<u>National Capital Planning Commission</u> General Quarterly Review Publication (cir.A-3) ,(Temperevy) Home Rule - Presidential Appointments		
Pennsvlvania Avenue Development Corporation General Pennsylvania Avenue Implementation - CAO Audit Reports (Temporary)-		- - - - - - -
Washington Metropolitan Area Transit Authority General Financing Additional Costs Metro Construction Minority Contractor Participation METRO Increased Costs	* { { } { } { } { } { } { } { } { } { }	· · · · ·
<u>Temporary Study Commission</u> <u>Privacy Protection Study Commission</u> General		
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CVA - Community Branch

Description	Location of Record	Authorized disposition
These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.	Community Branch	Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.
CONGRESSIONAL REFERRALS These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.		
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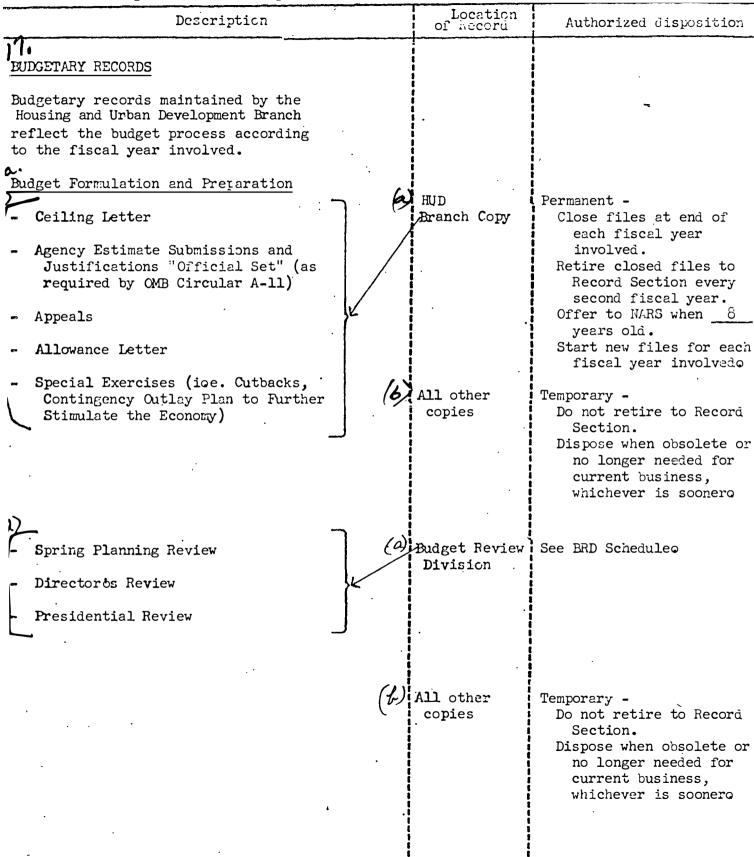
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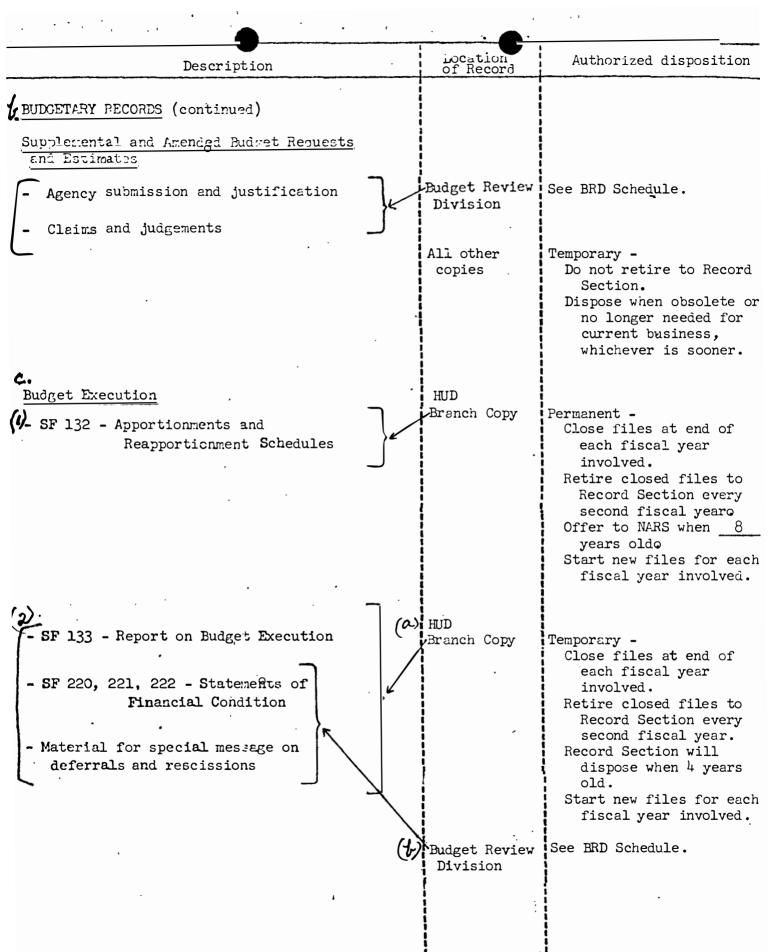
CVA- Community Branch		
Description	Location of Record	Authorized disposition
LEGISLATIVEIRECORDS Legislative clearance items including printed materials and related correspondence.	Legislative Reference Division	See LRD Schedule.
۷.	All Other Copies	Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congre
EXECUTIVE ORDER AND PROCLAMATION RECORDS Records on Executive Orders and Proclamations include materials on clearance, preparation,	Legislative Reference Division	See LRD Schedule.
presentation, and publication.	All Other Copies	Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever is. Sooner. Start new file every 2 years i
Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.	Community Branch	Temporary - Review each year and dispo of all materials no long needed for the transacti of current business.

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MINISTRATIVE RECORDS prrespondence relating to the internal	1	
prrespondence relating to the internal		
ganization and management of the	HUD Branch	
Chronological File		
		Temporary - Dispose when 2 years of or when no longer needed for administra tive purposes, which ever is sooner. Startonew files every 2 yearso
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· · · · · · · · · · · · · · · · · · ·		
Noncurrent Record Transfers (OMB Form 56)		Nonrecord - Branch reference cop Dispose when obsolete
· .		or superseded.
		-

CVA - Housing and Urban Development Branch





CVA - Housing and Urban Development Branch	·) ~ · ·	
Description	Location of Record	Authorized disposition
BUDGETARY RECORDS	HUD Branch	
The HUD Branch is responsible for maintaining budgetary records for the following agencies:	1 5 5 6 4 8 8	
Department of Housing and Urban Development Housing Production and Mortgage Credit Federal Housing Administration Corporations (Title III)	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
Covernment National Mortgage Association Housing Management Community Planning and Development New Communities Administration Federal Insurance Administration		1 . 2 . 3 3 4 5 6 6 6 6 6
Office of Interstate Land Sales Registration Policy Development and Research Fair Housing and Equal Opportunity Departmental Management		2 2 2 2 2 2 2 2 3 2 3 3 3 4 4 5 4 5 5 5 5 5 5 5 5 5 5 5 5 5
Funds Appropriated to the President		
Disaster Relief		
Independent Agencies		
Advisory Commission on Intergovernmental Relations		
Federal Home Loan Bank Board Federal Home Loan Mortgage Corporation Federal Savings and Loan Insurance Corporati Small Business Administration Disaster Loan Fund	pn	
Federally-sponsored Agency		
Federal National Mortgage Association		
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CVA - Housing and Urban Development Branch

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Description	Location of Record	Authorized disposition
PROCRAM RECORDS Housing and Urban		
The programs of the Development Branch	HUD Branch	Permanent - (encopt-where
are reflected in the following records (which		etherwise indicated)
includes program-related memoranda, studies,		,
letters, etco; genoranda to the Director and		Close files every 2 years
others on individual programs or issues;		Retire GRS and File 33 end 7477 to Record
study reports)	1	Alsection afterograution
study reports	•	Transfer to NARS when
	1	years oldo
Housing and Urban Development Branch (overall)	COMMUNES	
	I.	Start new files every
Aging Conferences, Committees, etc.	l • .	2 yeers.
Asset Sales	t 1	
Commissions		
Bicentennial Commission	t 1	
Commission of Financial Structure and		8
Regulation (Hunt Commission)		
Committees	i . I	
Presidents' Committee on Equal Opportunity in		
Housing	t t	
Councils	i t	
Council on Environmental Quality		
Federal Regional Council		
Council of Urban Affairs (UAC)	j t	
Economic Issues	l I	
Executive Development	t r	1
GAO Reports (HUD overall) and correspondence		
Housing Goals		
HUD Annual Reports		8 8
Management		
National Corporation for Partnerships		
National Development Bank Proposal	· ·	
National Growth Policy - Report on New		
Federalism Study	1	
Organization (Camp David Retreat and Re-do)		
Public Interest Groups Regional Boundaries (Uniform Federal Field)		
Rurai Housing Program and Rural Development		
Solid Waste		
Speeches (0:18) Containing Basic Data (HUD Progr	ama)	
Staff Meetings (OMB Info.)		1
Staff Studies	1	
Study of Federal Housing Programs by OMB	1	
Substate Regionalism		1
Task Force Reports		1
Dispeter Declaration and Assistance	1	1
Annual Housing Goals Reports (5, 6, 7 th)	1	6 •
Urban Coalition	1	
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CVA - Housing and Urban Development Branch

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CVA - Housing and Urban Development Branch		
Description	Location of Record	Authorized disposition
Department of Housing and Urban Development Office of the Secretary Upper Level Positions		
Housing Production and Mortgage Credit-Federal Housing Administration (FHA)-Governemnt Nati		
Mortgage Association (GNMA)-Housing Manageme General		
Davis - Bacon FHA Extender - Subsidized Housing Housing Starts		
Housing Policy Review Study Performance Funding Systems		
Shortrun Options for Assisted Housing Interest rates Mortgage Processing and Underwriting		
Rural Housing Credit Policy		
FHA/Unsubsidized Home Mortgage Insurance Programs FHA Problems		
Mobile Home Programs		
FHA/Unsubsidized Project Mortgage Insuranc Programs	22	
FHA Refinancing Housing (Multifamily) Other (Nursing Homes, etc.)		
Direct Subsidy Housing Programs General		
Judicial Proceedings Multifamily Programs Project Selection Criteria Rehabilitation		•
Homeownership Assistance (Section 243) Low-rent Public Housing		
Costs - Financing (Project notes) General (prototypes) Modernization (Pruitt - Igoe)		· ·
Operating Subsidies Interim Policy (December 1, 1972) Judicial Proceedings		· ·
Revised Leasing Program (Section 23) Section 8 Regulation - Project Reserve Account		
Validation Survey Other Subsidized Housing State Housing Agencies		
Rent Supplements Rental Housing Assistance (Section 236)		

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Description	Location of Record	Authorized disposition
Housing for Special User Groups Alaska Elderly and Handicapped Indians - Generai Military		
Government National Mortgage Association (GNMA - SAF (Release of Presidential Authority - Nixon Administration) Guaranteed Mortgage Backed Securities Participation Certificates Tandem Plan	GNMA)	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Tax Subsidies	a . 9 . 8	
Counseling and Tenant Services (includes Public Housing)	8	2 2 6 8 8
Property Disposition	· ·	
Building Technology and Standards	•	2 8 8
National Institute of Building Sciences (NIBS)		1 1 1 6 6 7
Other Programs Interstate Land Sales Urban Homesteading Zoning and the courts		2 2 2 2 2 2 2 2 2 2 2 4 4 4 4 4 4 4 4 4
Terminated Programs Alaskan Housing College Housing - General	9 1 1 1 1 1 2 2 2	
Community Planning and Development General Judicial Cases		r r r r r r r
Comprehensive Planning Activities Comprehensive Planning Grants General Multi-jurisdictional Planning Areas Policy OMB Circular A-95 Revision Planning Requirements and Coordination Other Planning Programs		5 6 7 7 8 8 8 9 9 1 1 1 1 1 1 1 1 1 1 1 1 1

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CVA - Housing and Urban Development Branch

Sector 1

Description	Location of Record	Authorized disposition
Community Development Training and Urban Fellowships		
New Communities		
Policy		
Programsi- general		
Projects		
Community Development		
Mode i Cities		
Interagency Coordination		
Planned Variations - general		
Policy		
Grants for Neighborhood Facilities		
General		
Open Space Land		· .
General		
Program Data		
Basic Water and Sewer		
Program Folicies		•
Funding Level General		
Policy		
Coordination of Federal Water/Sewer		
Urban Renewal		·
General (Special Language)	-	•
Programs		
Bicentennial (Housing and Urban Renewal)		
Projects - Financing		
Projects - General		
Relocation		
Rehabilitation Loan Fund		
Policy and Program Data		
Public Freditty Lears		
Public Facility Loans		
Community Development Block Grants General		

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CVA - Housing and Urban Development Branch

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Description	of Record	Authorized disposition
Terminated Programs	1 ' 1 .	1 1
Grants to Aid Acquisition of Land - genera	t · .	8
Public Works Planning		
Transportation		
Demonstrations - DOT/HUD study of Urban		
Transportation		
Research - DOT	1	
Urban Mass Transportation	\$ 1 6	
Federal Insurance Administration		
General		
Natural Disaster		
Federal Flood Insurance Programs General		
Long-range Disaster Recovery		
National Flood Insurance Act of 1974	1 1 1 1	
Crime Insurance		
General General		
Program Data and Evaluation	1	
Policy Development and Research		
Housing Assistance Experiments and E onomic		
Analysis		
Housing Allowance Experiments	1 1	
National Direct Cash Assistance Study		
Rural Housing Studies		•
New Building Technology		
Lead - based Paint Hazard	1	
Improving Community Environment and Utility	8 8 6 8 7 8	
Services and Systems through Technology		
Applications		
Utility Services and Systems		
Urban Growth	Î Î	
General Analysis	1	
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CVA - Housing and Urban Development Branch

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CVA - Housing and Urban Development Branch		
Description	location of Record	Authorized disposition
Neighborhood Conervation and Community Revit	alization	6 [[
Housing Abandonment Experiments		1 t
Other Research and Evaluation		
General Research		6 6
Terminated Programs	1	
Study of Housing and Building Codes, Zonin Tax Policiesi, and Development Standards	9	
Urban Renewal Demonstrations		
Fair Housing and Equal Opportunity		
General		
Fair Housing Program Data		
Contract Compliance - general	i i	
Funds Appropriated to the President		•
Disaster Relief (Federal Disaster Assistanc	4 I	
Administration)		
Disaster Activities - general		
Disaster Recovery - Long-range Public Work	8	:
Disaster Relief Act of 1974 Disaster Relief Provision - Flood Control	i Rall	
General		
Legislative Issues (Disaster Programs)		
OEP/HUD Transition - Determination Order		
OMB Disaster Responsibility		
President's Disaster Relief - General		
Independent Agencies		
Advisory Commission on Intergovernmental		
Relations		•
Banking Study		
General		
Federal Home Loan Bank Board		
General		
Variable Rate Mortgages		
Small Business Administration		
Disaster Loan Fund Disaster Loans - General		

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CVA- Housing and Urban Development Branch Location Description Authorized disposition of Record HUD Branch WHITE HOUSE REFERRALS Temporary -Retire to Record Section for disposal when 2 These records consist of routine inquiries, replies thereto, other correspondence in years old. which no unusual administrative decisions, Start new file every policies, or efforts are involved, and 2 years. administrative background materials for formal informational releaseso CONGRESSIONAL REFERRALS These records consist of routine inquiries, replies theretog other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases. PUBLIC INQUIRY These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.

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CVA - Housing and Urban Development Branch

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Description	Location of Record	Authorized disposition
22. LEGISLATIVE RECORDS Q. Legislative clearance items including printed materials and related correspondence.	Legislative Reference Division All Other Copies	See LRD Schedule. Temporary - Dispose at the end of
13		each Congress. Start new file at the beginning of each Congress
*EXECUTIVE ORDER AND PROCLAMATION RECORDS A. Records on Executive Orders and Proclamations include materials on clearanceo preparation,	Legislative Reference Division	See LRD Schedule.
presentation, and publicationo 6.	All Other Copies	Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever is Scover. Start new file every 2 yearso
NONOFFICIAL PAPERS Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.	He D Branch	Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.

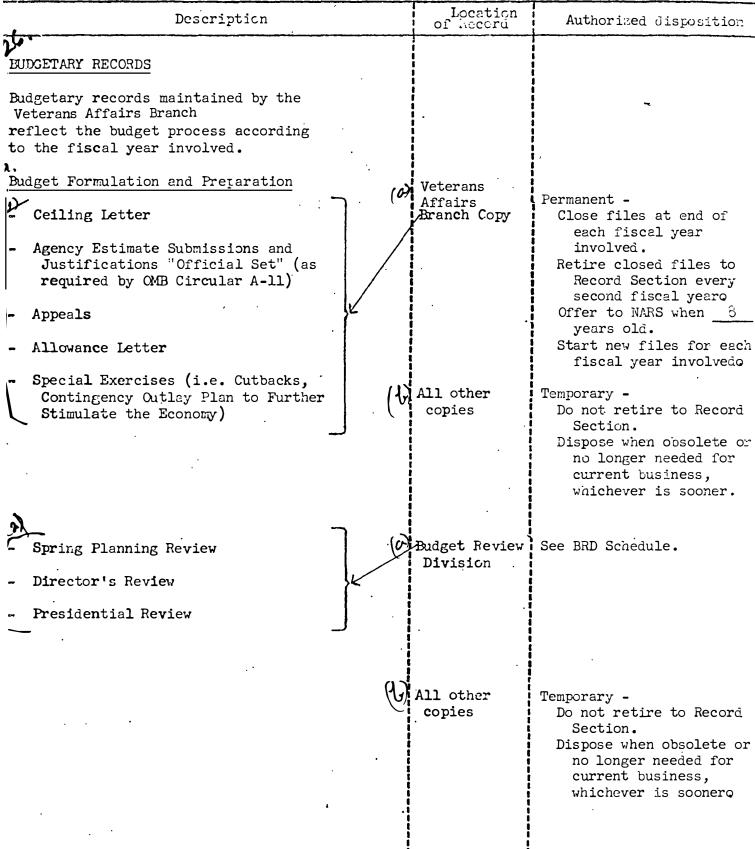
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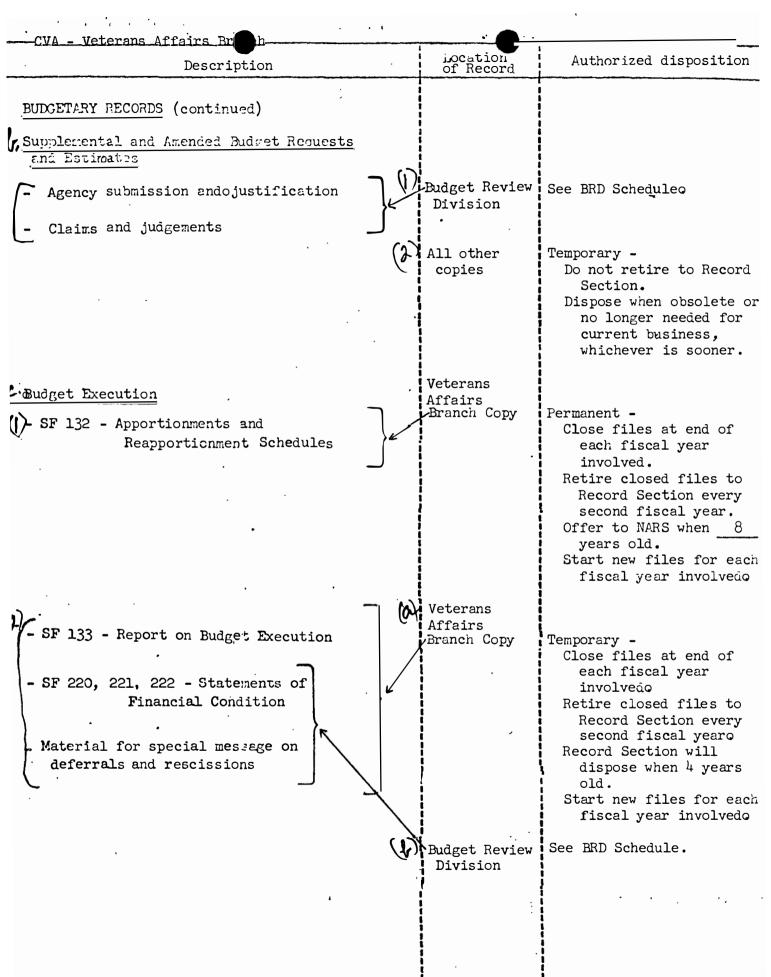
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Affairs Branch. or when no longer needed for administra	Description	Location of Record	Authorized disposition
Noncurrent record transfers (QMB Form 56) Branch reference copy. Dispose when obsolete	Correspondence relating to the internal organization and management of the Veterans Affairs Branch. Chronological file	Affairs	Dispose when 2 years old or when no longer needed for administrat purposes9 whichever is sooner. Start new files every
	· · ·		Branch reference copy. Dispose when obsolete

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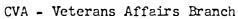






CVA - Veterans Affairs Branch

Description	Location of Record	Authorized dispositi	
RIDGETARY RECORDS			
The Veterans Affairs Branch is responsible for maintaining budgetary records for the following agency:		• 5 6 7 7 8 8 8	
Veterans Administration	1 1 1 1 1 1 1		
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Description	Location of Record	Authorized disposition		
PROGRAM RECORDS The programs of the Veterans Affairs Branch are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)	Veterans Affairs q Branch	Permanent - (except where, otherwise indicated), Close files every 2 years Retire Collect files end (2) to Record Section efter (-9-7) Transfer to NARS when		
 Veterans Administration (overall) Actuarial Advisory Commission Automatic Data Processing Bicentennial Burial and Cemeteries Compensation 	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	8 years old. Start new files every 2 years:		
Compensation - Alternates to VA Programs Contract Compliance Civil Rights Direct and Guaranteed Loans Educational Benefits (In-Service) Educational Loans (Private)				
Educational Testing Servicei Emergency Services Environmental Protection Evaluation of Vocational Educational Schools Evaluation (Management) Executive Development Endergy Security Valdage				
Federal Security Holdings Functional Classification GAO Reports (temporary) General GI Bill Evaluation Insurance		• • •		
Interagency Task Force International Transactions Legislative Programs Management Initatives and Objectives Pensions Periodicals (Circular A-3) Legislative Programs		· .		
Management Initiatives and Objectives Puerto Rican Veterans				

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VA - Veterans Allairs Branch		
Description	Location of Record	Authorized disposition
Peterans Administration (overall) Con't.		
Reorganization (VA)	;	
San Diego Regional Office		
Seminars		
Social Research and Development		
Statisfical Policy		
Status Reports (Improving Services to		
Vietnam Veterans)		
Termination of War-time Veteran Benefits	i i	
Tracking Quality and Level of Veterans		
Setvices	i i	
VA Field Organization		
Volunteer Armed Force	f t	
Volunteer Armed Force and G.I. Bill		
White House Presidential Projects		
Work-Study Program		
Alcohol and Drug Treatment		
Alcoholism		
Drug Treatment Units		
General		
VA Hospital and Other Health Care		
OMB Management Initiatives and Studies		
Quality Care		
Specialized Medical Services		-
PSRO and VA Involvement		
Census Controversy and Waiting Lists		
Rospital Cost Project - AHA Daily Charges-		· · · ·
Figures		
Length of Stay and Patient Management		•
Regionalization		
Hospital Bed Study		
Rospital Information Systems		
Hospital Productivity Study	5 9 6	
Health Manpower		
Medical Employment	t	
Medical Education and Training	5 1	
VA and Health Manpower Training	. 1	
Core Staffing	•	
Medical Care Staffing	i i	
General Health Manpower		
Military Health Manpower	l l	
Medical and Prosthetic Research	1	
Merit Review Board	l t	
Medical Research	l l	
Health Services Research and Development	8	
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Description	Location of Record	Arthorized disposition		
Health Manpower Con't.				
Exchange of Medical Information (MAMOE)				
Medical Administration and Operating				
Expenses				
Grants				
Grants to the Philippines				
Grants to States				
Medical School Grants				
Grants to State Homes				
VA Grants to Health-Manpower Training				
Institutions (P.L. 92-541)				
Revolving Fund				
Supply, Canteen				
Dental Programs				
Dental Training				
Dental Treatment				
Other Medical Programs				
Excessing Property				
Proposed Take-over of non-VA Facilities	t i			
Closure of PHS Hospitals				
Setting Reimbursement Rates				
Medical and Hospital Statistics				
Hospital Statistics				
National Health Strategy (General) VA and National HealthtInsurance	5 4 4 k	·		
Problems and Issues in Health Care				
EMO's (Health Maintenance Organizations)		• .		
AHEC's (Area Health Education Centers)				
Medical Scarcity Areas				
VA-HEW Cooperation in Health Delivery				
Major Treatment - Modes and Illnesses		•		
Extended Care - Domiciliaries		·		
Extended Care - Nursing Beds				
Extended Care - Other				
Physiciatric Care				
Outpatient Care				
Outpatient/Ambulatory Care				
Day Treatment Centers				
Sickle Cell Anemia				
Outpatient Care Data				
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Description	Location of Necord	Authorized disposition
<u>Veterans Administration Studies</u> GI Bill Self-Survey Contract Study GI Bilt Study - Air Force Veterans and Career Education		
External Studies McKinsey Study of VA Medical System National Academy of Sciences Study of VA Medical Care Nixon Quality Survey - Quality of Patient Care in VA Hospitals Supply, Procurement and Distribution - Interagency Study of Medical and Non- perishable Subsistence Items		
Hospitals Individual Hospitals (by city) Construction General Policy Reprogramming Requirement for Presidential Authorization Special Reviews Status Reports		Permanent - Close files every 6 years. RetiretCaloGat y y y 200 through 1970 to Record Section after 6/99/80 Transfer to NARS whent 8 years old. Start new files every 6 yearst
President's Veterans Program HEW Labor OEO OMB VA White House Vietnam		
Vietnam Era Veterans Studies Vietnam Veteran Profiled		-
Other Experimental Programs Feldman File (National League of Citics Lobby ist) Mallan File (American Association of State Colleges and Universities Lobbyist)		•
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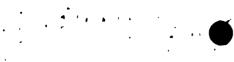
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CVA-	Veterans	Actairs	Branch			 1

Decemintion	Location	Authonized diamositie
Description	of Record	Authorized dispositio
HITE HOUSE REFERRALS	Veterans Affairs	Temporary - Retire to Record Sectio
These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and dministrative background materials for formal informational releaseso	Branch	for disposal when 2 years old. Start new file every 2 years.
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UBLIC INQUIRY	,	
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CVA - Veterans Affairs Branch

Location of Record	Authorized disposition
Legislative Reference Division All Other Copies	See LRD Schedulei Temporary - Dispose at the end of each Congress. Start new file at the
Legislative Reference Division	beginning of each Congres: See LRD Schedule.
All Other Copies	Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever is Sooner. Start new file every 2 years.
Veterans Affairs Branch	Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.
	of Record Legislative Reference Division All Other Copies Legislative Reference Division All Other Copies