

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1 FROM (Agency or establishment)
Department of Housing and Urban Development

2 MAJOR SUBDIVISION
Community Planning and Development (CPD)

3 MINOR SUBDIVISION
Office of Economic Development

4 NAME OF PERSON WITH WHOM TO CONFER
Marie Young, RMLO, CPD
Pauline Grant, Mgmt. Analyst

5. TELEPHONE
(202) 708-0614 x4705
(202) 708-1891 x7297

LEAVE BLANK (NARA use only)

JOB NUMBER

71-207-02-2

DATE RECEIVED

10-22-2001

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

ARCHIVIST OF THE UNITED STATES

6-18-02

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 _____ 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

10/17/01

Brenda D. Smoot

Departmental Records Officer

7. ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

RECORDS DISPOSITION SCHEDULE 69

COMMUNITY PLANNING AND DEVELOPMENT

The Department of Housing and Urban Development (HUD) is proposing to add item 4. e., Economic Development Initiative Targeted Grant records to Schedule 69, Community Planning and Development.

The proposed new item will provide description of records and disposition instructions for the Economic Development Initiative Targeted Grant records. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office (GAO) concurrence is not required.

See the attached Description of Records and Disposition Instructions for the Office of Economic Development Initiative Targeted Grant records.

Marie Young 10-16-01
Community Planning and Development, (CPD)

Synthia M. Kelly 10/17/01
General Counsel (GC)

Chenette Brantley 10/16/01
Inspector General (IG)

cc Agency NWMW NWMD

**2225.6 REV-1 CHG-50
APPENDIX 69****RECORDS DISPOSITION SCHEDULE 69****COMMUNITY PLANNING AND DEVELOPMENT RECORDS**

Item No.	Description of Records	Disposition
		3 years after date of notification of the award of the grant. (NARA Job 207-94-4, item 4d (2))
e.	<p>Economic Development Initiative Grants (EDI). Case files for competitive grants supporting Section 108 funded projects and grants earmarked by Congress for specific projects that encourage the creation of affordable housing, home-ownership, building renovations, historic preservation and restoration, land acquisition, educational centers, and other diverse areas relating to EDI. Record materials include applications, correspondence, budgets, ratings, progress reports, deliverables, and other related materials. Files are arranged according to an alpha-numerical scheme identifying these case files as EDI and the fiscal year. Dates: 1998 to Present. Estimated annual accumulation of closed files: 15 cubic feet.</p>	
1.	<p>Record Copy.</p>	<p>Temporary. Cut off at end of calendar year in which grant is closed out. Retire to Records Center at time of cutoff. Destroy 6 years after cutoff. (NARA Job No. 207-02-2 item 4e.1.)</p> <p><i>OK per P. Grant May 28, 2002 via phone</i></p>

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RECORDS DISPOSITION SCHEDULE 69

COMMUNITY PLANNING AND DEVELOPMENT RECORDS

Item No.	Description of Records	Disposition
2.	All other copies.	Temporary. Cut off at end of calendar year in which grant is closed out. Destroy 1 year after cutoff. (NARA Job No. 207-02-2, item 2.) <i>OK per P. Grant 5-28-02 via phone</i>
f.	Final grant reports of the comprehensive Planning Assistance (Section 701) Program.	
(1)	Record set of final grant reports, dated 1951-1981, kept in HUD Headquarters Library.	PERMANENT. Transfer to the National Archives January 1, 1997. (NARA Job N1-207-92-2, item 1)
(2)	Final grant reports automated index--printed version.	PERMANENT. Retire immediately to the Washington National Records Center. Transfer to the National Archives January 1, 1997. (NARA Job N1-207-92-2, item 2)
5.	Financial accounting files relating to CPD grant programs and maintained by the Headquarters Office of Finance and Accounting and/or by the Regional Accounting Division.	
a.	Accountable Officers' files.	Use General Records Schedule 6, item 1a.
b.	Memoranda or extra copies of accountable officers' returns.	Use General Records Schedule 6, item 1b.

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RECORDS DISPOSITION SCHEDULE 69

COMMUNITY PLANNING AND DEVELOPMENT

Item No.	Description of Record	Disposition
6	Electronic Copies. Electronic version of records created by electronic mail And/or word processing applications for the series contained in this schedule (Economic Development Initiative Targeted Grant records).	
	a. Copies that have no further administrative value after the recordkeeping copy is made includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Temporary. Delete within 180 days after the record-keeping copy has been produced. (NARA Job No. N1-207-02-X)
	b. Copies used for the dissemination, revision, or updating is complete.	Temporary. Delete when dissemination, revision, or updating is complete. (NARA Job No. N1-207-02-X)