

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

LEAVE BLANK

**TO** GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO

N1-207-86-3

1 FROM (Agency or establishment)

DATE RECEIVED

8-22-86

U.S. Department of Housing & Urban Development

2 MAJOR SUBDIVISION

NOTIFICATION TO AGENCY

Assistant Secretary for Housing-Federal Housing Comm.

3 MINOR SUBDIVISION Grant Div.

Office of Elderly & Assisted Housing Development

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

Lawrence Goldberger

755-5720

DATE

2-26-87

ARCHIVIST OF THE UNITED STATES

*Frank Bunker*

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 48 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
8/11/86	<i>Robert J. Devlin</i> Robert J. Devlin	Departmental Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>HUD Records Disposition Schedule 11 - Housing Development Grant Records</p> <p>Proposed Appendix 11 contains new HUD Records Disposition Schedule 11, "Housing Development Grant Records." These records were previously unscheduled.</p> <p>Information on nature of program, applicant eligibility, legal authority, administering office, current status, information source, and scope of program is attached.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Robert J. Devlin</i> <u>11-19-86</u> <i>Robert J. Devlin</i> <u>11-19-86</u></p> <p>NARA appraiser Date Agency representative Date</p>		

RECORDS DISPOSITION SCHEDULE 11  
HOUSING DEVELOPMENT GRANT RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General program correspondence	Break files annually, Destroy 3 years after file break.
2.	Housing Development Grant case files documenting the following: application submission; review results; award process; execution of grant agreement; scheduling, performance, reporting, and completion of grant activities; and grant closeout.	
a.	Applications received after the deadline.	Retain one copy and return others to sender. Retire to storage 1 year after submission or any time <del>after submission</del> thereafter that volume warrants. Destroy 3 years after submission.
b.	Disapproved and withdrawn applications for which no contract was executed.	Retain one copy and destroy all others. Retire to storage 1 year after disapproval or withdrawal, or any time thereafter that volume warrants. Destroy 3 years after disapproval or withdrawal.
c.	Cancelled, suspended, or terminated applications for which a contract was executed.	Retain one copy and destroy all others. Retire to storage 1 year after final audit and settlement of account, or any time thereafter that volume warrants. Destroy 3 years after final audit and settlement of account.
d.	Headquarters and/or Field Office approved grant case files.	Maintain one copy until grant closeout. Retire to storage 1 year after grant closeout, or any time thereafter that volume warrants. Destroy 10 years after grant closeout.