

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 Congressional and Intergovernmental Relations (CIR)

3. MINOR SUBDIVISION
Off. of Dep. Asst. Sec. for Intergovernmental Relations

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Arlee W. Gist	(202) 708-0030
William Smith	(202) 708-1444

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 1 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 5/8/97	SIGNATURE OF AGENCY REPRESENTATIVE  Johnny Hodge	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>RECORDS DISPOSITION SCHEDULE 54</p> <p>OFFICE OF LEGISLATION AND CONGRESSIONAL RELATIONS RECORDS</p> <p>The Department of Housing and Urban Development (HUD) is proposing to add Item Number 5 to HUD Records Disposition Schedule 54, "Office of Legislation and Congressional Relations."</p> <p>This proposed addition will provide records disposition standards for HUD's J-1 Waiver Files. These files are not used or needed for financial matters related to HUD activities, therefore General Accounting Office (GAO) concurrence is not required.</p> <p>See the attached "Description of Records" and "Disposition" requested for disposition authority.</p>	<p><i>Patricia A. Wash</i></p> <p>Patricia A. Wash - OGC</p>	<p><i>4/24/97</i></p> <p>Date</p>
		<p><i>Arlee W. Gist</i></p> <p>Arlee W. Gist - CIR</p>	<p><i>4-24-97</i></p> <p>Date</p>
		<p><i>Mary Dickens</i></p> <p>Mary Dickens - OIG</p>	<p><i>4-24-97</i></p> <p>Date</p>
		<p><i>Wanda Murrell</i></p> <p>Wanda Murrell - CIR</p>	<p><i>4-24-97</i></p> <p>Date</p>
	<p>Volume on Hand: <u>45</u> cubic feet</p> <p>Annual Accumulation: <u>15</u> cubic feet</p>		

115-109

NSN 7540-00-634-4064

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA
36 CFR 1228

RECORDS DISPOSITION SCHEDULE 54

OFFICE OF LEGISLATION AND CONGRESSIONAL RELATIONS RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
5.	J-1 Waiver Files. Consist of: (1) letters from heads of employing facilities; (2) copies of recruitment materials; (3) letters of recommendations; (4) U.S. Information Agency (USIA) data sheets; (5) copies of signed contracts between physicians and facilities; (6) documentation that employer is in a Health Professional Shortage Area (HPSA) or medically underserved area (MUA); (7) copies of Certificate of Eligibility for Exchange Visitor (J-1) Status (form IAP 66); (8) J-1 physician's curriculum vitae; (9) board passage of medical license examinations; (10) affidavit from J-1 physician that their medical license has never been suspended or revoked and that they are not subject to any criminal investigation or proceedings by any medical licensing authority; and (11) signed and notarized HUD J-1 Visa Policy Affidavit and Agreement; (12) optional letters of support; (13) HUD's letter of recommendation to USIA; (14) letter from USIA to Immigration and Naturalization Service (INS); (15) employment verification; and (16) INS Notice of Action for waivers granted (form I-797). Arranged alphabetically by name of applicant.	Break file annually at the end of each calendar year. Retire to Federal Records Center (FRC) immediately after file break. Destroy 5 years after file break.

NOTE: HUD formally established its J-1 Waiver Request Policy on December 6, 1994. On December 13, 1996 a moratorium on its J-1 Waiver Request Policy halted acceptance of J-1 applications until further notice and was extended retroactively to include all J-1 applications received by the Department.