

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 207

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Housing & Urban Development

2. MAJOR SUBDIVISION

Asst. Secretary for Community Planning & Dev.

3. MINOR SUBDIVISION

Workable Programs & Planning Req. Div. (MCRW)

4. NAME OF PERSON WITH WHOM TO CONFER

Russell E. Thompson

5. TEL. EXT.

138x55300

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 8 1974	JOB NO.
NC 174-226	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
7-2-74 Date	James B. Rhoads Archivist 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/3/74 *[Signature]*  
(Date) (Signature of Agency Representative)

Acting Director, OMO  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>WORKABLE PROGRAM FOR COMMUNITY IMPROVEMENT</u></p> <p>Section 101(c) of the Housing Act of 1949 (Public Law 171, 81st Congress), as amended, requires that in order for a community to be eligible for certain forms of Federal assistance, the HUD Secretary must determine and certify that the community has a Workable Program.</p> <p>Certification by the Secretary of an acceptable Workable Program is required for a community to obtain Federal assistance for (1) Contracts for loans or capital grants under Title I of the Housing Act of 1949 as amended; (2) Mortgage insurance under Sections 220 and 221(d)3 of the National Housing Act; (3) Low-Rent Public Housing--annual contributions or capital grants covered by contracts executed after the effective date of the Housing Act of 1954.</p> <p>A Workable Program consists of an official plan of action, for effectively dealing with the problems of urban slums and blight within the community and for the establishment and preservation of a well-planned community with well organized residential neighborhoods of decent homes and suitable living environment for</p>		

Copy sent to Agency & FRC 7/8/74 *[Signature]*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>adequate family life.</p> <p>In order to fulfill the requirements for approval of the Workable Program, the community must commit itself to the attainment of essential objectives with respect to the following: 1. Codes and ordinances; 2. A comprehensive community plan; 3. Neighborhood analyses; 4. Administrative organization; 5. Financing; 6. Housing for displaced families; and 7. Citizen participation. The initial submission must show that the community goals and accomplishments are in line with these general objectives.</p> <p>When a program is developed and the Secretary determines, on the basis of the community's descriptive presentation of it, that it meets the requirements of the Act, he certifies it for two years. Before the end of the second year a community applies for recertification, and submits a review of its progress and a statement of new goals for the next two years. Thus, much of the previous supporting material is superseded. Until 1968 this process was annual.</p> <p>This schedule supersedes the one approved 21 February 1962 under National Archives job number II-NN-3620, and the amendment approved 9 March 1966 under job number NN-166-116, and is to be applied retrospectively. It covers records located throughout the Department--Headquarters and Field. Unless otherwise specified, disposition applies to records wherever they are located.</p>		

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1.	<p><u>PROGRAM CASE FILES</u>, consisting of Workable Program for Community Improvement, summary of program objectives, narrative summaries, review reports, progress reviews, recommendations, relocation findings and determinations, certifications and recertifications, and related forms and correspondence. Filed by locality.</p> <p>a. <u>HEADQUARTERS</u></p> <p>(1) <u>FIVE-YEAR SAMPLE</u>. See Attachment</p> <p><u>PERMANENT</u>. Separate from main series and transfer to Federal Records Center as practicable. <u>OFFER TO NATIONAL ARCHIVES</u> 25 years from date of last sample year.</p> <p>(2) <u>ORIGINAL CERTIFICATION &amp; LAST TWO RECERTIFICATIONS</u>, with related forms and correspondence, <u>EXCEPT</u> five-year sample records.</p> <p><u>DESTROY</u> six years after file becomes inactive or program is terminated, whichever is sooner.</p> <p>(3) <u>ALL OTHER RECORDS</u>.</p> <p><u>DESTROY</u> six years after date of record.</p> <p>b. <u>FIELD</u>.</p> <p><u>DESTROY</u> six years after file closed or inactive, or program is terminated, whichever is sooner.</p>		
2.	<p><u>SUPPORTING DATA</u>, consisting of basic studies, analyses, codes, plans, and organizational outlines submitted in support of projected goals outlined in the Workable Program.</p> <p>a. <u>ACTIVE</u>.</p> <p><u>DESTROY</u> six years after termination of program.</p> <p>b. <u>INACTIVE</u>. Data on development or completion of activities, superseded materials, or information on localities not recertified for four years.</p> <p><u>DESTROY ON SITE</u> two years after data became</p>		

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	eligible for inactive status. NOT ELIGIBLE FOR FEDERAL RECORDS CENTER STORAGE.		
3.	<u>PROGRAM SUBJECT FILES</u> (Substantive records).		
a.	<u>HEADQUARTERS POLICY FILES.</u> Files establishing and interpreting policy, legislation, delegations, organization and functions; and periodic progress and activity reports which illustrate their implementation.		
	<u>PERMANENT.</u> Separate from main series and trans- fer to Federal Records Center when non-current, or on termination of program. <u>OFFER TO NATIONAL ARCHIVES</u> 25 years after date file closed.		
b.	<u>ALL OTHER FILES</u> , including Field.		
	<u>DESTROY</u> four years after file closed or program is terminated, whichever is sooner.		
4.	<u>ISSUANCES.</u> Manuals, circulars, instructions, directives, informational releases, speeches, publications, and directories <del>(such as telephone directories)</del> . *		
a.	<u>OFFICIAL RECORD COPY.</u> One complete set of each issuance, including amendments and superseded or canceled documents, together with <del>back up files</del> <i>supporting</i> <del>maintained by the office which created it.</del> <i>case files if any **</i>		
	<u>PERMANENT.</u> Transfer to Federal Records Center when non-current, or on termination of program. <u>OFFER TO NATIONAL ARCHIVES</u> 25 years after date file closed.		
b.	<u>ALL OTHER COPIES.</u>		
	<u>DESTROY ON SITE</u> as non-record after administra- tive need no longer exists. NOT ELIGIBLE FOR FEDERAL RECORDS CENTER STORAGE.		
5.	<u>NON-PROGRAM SUBJECT FILES</u> (Facilitative or "Housekeeping" Records).		
	<u>USE APPLICABLE GSA GENERAL RECORDS SCHEDULES.</u>		

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*concur in by telephone with Russell Thompson 6-25-74*

Four copies, including original, to be submitted to the National Archives and Records Service

\*\* *concur in by telephone with Johnston 6-25-74*