

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Superseded by DAA-GRS-2015-0006-0001
*Superseded for records dated 2017 and forward only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)

LEAVE BLANK	
DATE RECEIVED AUG 25 1975	JOB NO. NC 51-76-8
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.	
10-7-75	<i>James B. Rhoads</i> Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Executive Office of the President
2. MAJOR SUBDIVISION
Office of Management and Budget
3. MINOR SUBDIVISION
Office of the Director - Records Section
4. NAME OF PERSON WITH WHOM TO CONFER
Nell Doering/Charles Howton
5. TEL. EXT. Code
103 ext. 3914
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 ~~36~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

August 20, 1975
(Date)

Melvin Manger
(Signature of Agency Representative)

Record Officer
(Title)

7. ITEM 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		
	<i>Copy to Agency 10-9-75</i>		<i>88 items</i>

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 Office

Description	Location of Record	Authorized disposition
<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the CVA - Division Office.</p> <p>Chronological File Organization Work Plans</p>	<p>CVA - Division Office</p>	<p>Temporary - 1. Retire to Record Section when 2 years old. Record Section will retain until no longer needed for administrative or reference purposes. Start new files every 2 years.</p>
<p>Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord - Office reference copy. Dispose when obsolete or superseded.</p>
<p><u>BUDGETARY RECORDS</u></p> <p>Reference copies of budgetary records.</p>	<p>CVA - Division Office</p>	<p>Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business - whichever is sooner. Start new files each fiscal year.</p>
<p><u>PROGRAM RECORDS</u></p> <p>Reference copies of program-related memoranda, studies, letters, etc., to the Director and others on individual programs or issues; study reports.</p>	<p>CVA - Division Office</p>	<p>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.</p>

CVA - Division Office

Description	Location of Record	Authorized disposition
<p><u>4. LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>4. Legislative Reference Division</p> <p>4. All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p><u>5. EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p>4. Legislative Reference Division</p> <p>4. All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - whichever is sooner. Start new file every 2 years.</p>
<p><u>6. NONOFFICIAL PAPERS</u></p> <p>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.</p>	<p>CVA - Division Office</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

Description	Location of Record	Authorized disposition
<p><u>1. ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Community Branch.</p> <p>a. Chronological file Work plans</p>	<p>Community Branch</p>	<p>Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner.</p> <p>Start new files every 2 years.</p>
<p><u>b. Noncurrent Record Transfers (OMB Form 56)</u></p>		<p>Nonrecord -</p> <p>Branch reference copy.</p> <p>Dispose when obsolete or superseded.</p>

Description

Location of Record

Authorized disposition

BUDGETARY RECORDS (continued)

Supplemental and Amended Budget Requests and Estimates

- Agency submission and justification
- Claims and judgements

(1) Budget Review Division

See BRD Schedule.

All other copies

Temporary -
Do not retire to Record Section.
Dispose when obsolete or no longer needed for current business, whichever is sooner.

Budget Execution

- (1) SF 132 - Apportionments and Reapportionment Schedules

(2) Community Branch Copy

Permanent -
Close files at end of each fiscal year involved.
Retire closed files to Record Section every second fiscal year.
Offer to NARS when 8 years old.
Start new files for each fiscal year involved.

- (2) SF 133 - Report on Budget Execution
- SF 220, 221, 222 - Statements of Financial Condition
- Material for special message on deferrals and rescissions

(a) Community Branch Copy

Temporary -
Close files at end of each fiscal year involved.
Retire closed files to Record Section every second fiscal year.
Record Section will dispose when 4 years old.
Start new files for each fiscal year involved.

(b) Budget Review Division

See BRD Schedule.

CVA - Community Branch

Description	Location of Record	Authorized Disposition
<p><u>8. BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Community Branch reflect the budget process according to the fiscal year involved.</p>		
<p><u>a. Budget Formulation and Preparation</u></p>		
<p><u>1) Ceiling Letter</u></p> <ul style="list-style-type: none"> - Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p>(a) Community Branch Copy</p> <p>(b) All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p><u>2) Spring Planning Review</u></p> <ul style="list-style-type: none"> - Director's Review - Presidential Review 	<p>(a) Budget Review Division</p> <p>(b) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>	Community Branch	
<p>The Community Branch is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Executive Office of the President</u> Office of Telecommunications Policy</p> <p><u>Funds Appropriated to the President</u> Appalachian Regional Development Programs</p>		
<u>Independent Agencies</u>		
<p><u>ACTION</u></p> <p>International Programs (Peace Corps) Domestic Programs (VISTA) American Revolution Bicentennial Administration 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 Washington Metropolitan Area Transit Authority (METRO), payments to</p>		
<p><u>Temporary Study Commission</u> Privacy Protection Study Commission (new FY 1976)</p>		
<p><u>District of Columbia</u></p>		

Description	Location of Record	Authorized disposition
<p>9 <u>PROGRAM RECORDS</u></p> <p>The programs of the Community 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)</p> <p><u>Executive Office of the President</u> <u>Office of Telecommunications Policy</u> OTP Organization - OTP/OT Relationship Pay - for - Spectrum Domestic Council Committee Right of Privacy General Cable TV Issues CAC Reports (Temporary)</p> <p><u>Funds Appropriated to the President</u> Appalachian Regional Development Programs</p> <p><u>Department of Health, Education and Welfare</u> <u>St. Elizabeth's</u> General</p> <p><u>Independent Agencies</u> <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 File (Circular A-3) (temporary) 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)</p>	<p>Community Branch</p>	<p>Permanent - (except where otherwise indicated) Close files every 2 years. Retire closed <i>closed</i> 6/1/83 <i>6/1/83</i> and 9/74 to Record offer Section, after 6/30/76 transfer to NARS when <u>8</u> years old. Start new files every 2 years.</p>

CVA - Community Branch

Description	Location of Record	Authorized disposition
<p><u>Independent Agencies contd.</u></p> <p><u>ACTION</u></p> <p>VISTA</p> <p>Evaluations (Peace Corps)</p> <p>Evaluations (Domestic Operations)</p> <p>Management Systems Reports (OMB Circular A-44)</p> <p>IGA and GAO Reports</p> <p>Older Americans Program</p> <p>National Voluntary Service</p> <p>Advisory Council</p> <p>Transfer of SCORE/ACE programs from ACTION to SBA</p> <p><u>American Revolution Bicentennial Administration</u> (formerly American Revolution Bicentennial Commission)</p> <p>General</p> <p>Authorizing Legislation</p> <p>Philadelphia Commitment</p> <p>BINET</p> <p>Four-Cities Conference</p> <p>1974 Antideficiency Act Violation</p> <p>Grant Programs</p> <p>ARBA Organization</p> <p><u>Bicentennial</u></p> <p>General</p> <p>Interama</p> <p>People's Bicentennial Commission</p> <p>Visitor Services</p> <p>Coins and Stamps Program</p> <p>Licensing Arrangements</p> <p>Federal Coordination</p> <p><u>Appalachian Regional Commission</u></p> <p>General</p> <p>Highway Programs</p> <p>Bellman Study</p> <p>ARC Program Design</p> <p>GAO Reports (temporary)</p> <p><u>Cabinet Committee On Opportunities For Spanish-Speaking People</u></p> <p>General</p> <p>Arawak Corporation Study on Expanded Ownership</p> <p><u>Commission of Fine Arts</u></p> <p>General</p>		

CVA - Community Branch

Description	Location of Record	Authorized disposition
<u>Commission On Civil Rights</u> General <u>Civil Rights (General)</u> Women in Private Sector Information Sessions Activities Affirmative Action Plan Racial and Ethnic Data Leadership Conference Segregated Meetings Title VI - Civil Rights Act 1964 CRC April 1973 Questionnaire Malek EEO Project		
<u>Corporation For Public Broadcasting</u> GAO Audit Reports (Temporary) PBS-Station Program Cooperative HEW Facilities Grants General PBS Partnership Agreement		
<u>American Film Institute</u> General		
<u>District of Columbia</u> Presidential Study to Combine EPS and Park Police Home Rule GAO Audit Reports Home Rule Implementation Revenue Reports D.C. Finance & Revenue <u>Economic and Urban Renewal</u> D.C. Housing and Urban Renewal Federal Home Loan Bank Board Building Old Post Office Eisenhower Arena/Convention Center <u>D.C. Bicentennial Program Follow-Up</u> Bicentennial Follow-Up/General Bicentennial Gardens and Other Parks D.C. Bicentennial Celebration Determination Order D.C. Manpower/Administration		

CVA - Community Branch

Description	Location of Record	Authorized disposition
<p>District of Columbia contd.</p> <p>Bicentennial General</p> <p><u>D.C. Bicentennial Program Development</u></p> <p>Employment and Manpower</p> <p><u>Transportation</u></p> <p>Highways and Traffic</p> <p>Bus Company Ownership</p> <p><u>D.C./HEW</u></p> <p>Schools</p> <p><u>Public Safety and Narcotics</u></p> <p>Management Improvement</p> <p>National Capital Service Area</p> <p>Anacostia/Bolling</p> <p>D.C. Police</p> <p>D.C. Riot Corridors-Rebuilding</p> <p>Recreation and Summer Projects</p> <p>Welfare</p> <p>Airports</p> <p>D.C. Crime - Helicopters</p> <p>D.C. Courts</p> <p>Water Pollution - Blue Plains</p> <p>D.C. Development Bank</p> <p>Water Supply</p> <p>D.C. Sanitation</p> <p>Court Complex</p> <p>D.C. Stadium</p> <p><u>Environmental Protection</u></p> <p>D.C. Stadium</p> <p>St. Elizabeth's Transfer to D.C. Government</p> <p>FT. Lincoln</p> <p>D.C. Environmental Services</p>		
<p><u>Equal Employment Opportunity Commission</u></p> <p>Determination Order</p> <p>General</p> <p>Performance Management Plan</p> <p>GAO Reports (temporary)</p>		
<p><u>Federal Communications Commission</u></p> <p>General</p> <p>Cable Television</p> <p>Regulatory Reform</p>		

CVA - Community Branch

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

CVA - Community Branch

Description	Location of Record	Authorized disposition		
<p>10. <u>WHITE HOUSE REFERRALS</u></p> <p>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.</p>	<p>Community Branch</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>		
<p>11. <u>CONGRESSIONAL REFERRALS</u></p> <p>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.</p>			<p>12. <u>PUBLIC INQUIRY</u></p> <p>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.</p>	

CVA - Community Branch

Description	Location of Record	Authorized disposition
<p>3. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division</p> <p>b. All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>14. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p>a. Legislative Reference Division</p> <p>b. All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever is sooner. Start new file every 2 years</p>
<p>15. <u>NONOFFICIAL PAPERS</u></p> <p>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.</p>	<p>Community Branch</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

Description	Location of Record	Authorized disposition
<p><i>16.</i> <u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the</p> <p><i>a.</i> Chronological File</p>	<p>HUD Branch</p>	<p>Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes, <u>which-</u> ever is sooner.</p> <p>Start new files every 2 years</p>
<p><i>b.</i> Noncurrent Record Transfers (OMB Form 56)</p>		<p>Nonrecord -</p> <p>Branch reference copy. Dispose when obsolete or superseded.</p>

CVA - Housing and Urban Development Branch

Description	Location of record	Authorized disposition
<p>17. <u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the Housing and Urban Development Branch reflect the budget process according to the fiscal year involved.</p>		
<p>a. <u>Budget Formulation and Preparation</u></p>		
<ul style="list-style-type: none"> - Ceiling Letter - Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy) 	<p>(a) HUD Branch Copy</p> <p>(b) All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner</p>
<ul style="list-style-type: none"> - Spring Planning Review - Director's Review - Presidential Review 	<p>(a) Budget Review Division</p> <p>(b) All other copies</p>	<p>See BRD Schedule 6</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner</p>

Description	Location of Record	Authorized disposition
<u>b. BUDGETARY RECORDS (continued)</u>		
<u>Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> - Agency submission and justification - Claims and judgments 	Budget Review Division	See BRD Schedule.
	All other copies	Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.
<u>c. Budget Execution</u>		
<u>(1)</u> - SF 132 - Apportionments and Reapportionment Schedules	HUD Branch Copy	Permanent - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Offer to NARS when <u>8</u> years old. Start new files for each fiscal year involved.
<u>(2)</u> <ul style="list-style-type: none"> - SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions 	<u>(a)</u> HUD Branch Copy	Temporary - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new files for each fiscal year involved.
	<u>(b)</u> Budget Review Division	See BRD Schedule.

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

CVA - Housing and Urban Development Branch

Description	Location of Record	Authorized disposition
<p>PROGRAM RECORDS</p> <p>Housing and Urban Development Branch</p> <p>The programs of the Development 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)</p> <p><u>Housing and Urban Development Branch (overall)</u></p> <p>Aging Conferences, Committees, etc.</p> <p>Asset Sales</p> <p>Commissions</p> <p> Bicentennial Commission</p> <p> Commission of Financial Structure and Regulation (Hunt Commission)</p> <p>Committees</p> <p> Presidents' Committee on Equal Opportunity in Housing</p> <p>Councils</p> <p> Council on Environmental Quality</p> <p> Federal Regional Council</p> <p> Council of Urban Affairs (UAC)</p> <p>Economic Issues</p> <p>Executive Development</p> <p>GAO Reports (HUD overall) and correspondence</p> <p>Housing Goals</p> <p>HUD Annual Reports</p> <p>Management</p> <p>National Corporation for Partnerships</p> <p>National Development Bank Proposal</p> <p>National Growth Policy - Report on New Federalism Study</p> <p>Organization (Camp David Retreat and Re-do)</p> <p>Public Interest Groups</p> <p>Regional Boundaries (Uniform Federal Field)</p> <p>Rural Housing Program and Rural Development</p> <p>Solid Waste</p> <p>Speeches (OMB) Containing Basic Data (HUD Programs)</p> <p>Staff Meetings (OMB Info.)</p> <p>Staff Studies</p> <p>Study of Federal Housing Programs by OMB</p> <p>Substate Regionalism</p> <p>Task Force Reports</p> <p> Disaster Declaration and Assistance</p> <p> Annual Housing Goals Reports (5th, 6th, 7th)</p> <p>Urban Coalition</p>	<p>HUD Branch</p>	<p>Permanent - (except where otherwise indicated)</p> <p>Close files every 2 years</p> <p>Retire closed files and 1977 to Record Section, after 6/30/91 transfer to NARS when <u>8</u> years old</p> <p>Start new files every 2 years.</p>

CVA - Housing and Urban Development Branch

Description	Location of Record	Authorized disposition
<u>Department of Housing and Urban Development</u> <u>Office of the Secretary</u> Upper Level Positions		
<u>Housing Production and Mortgage Credit-Federal</u> <u>Housing Administration (FHA)-Government National</u> <u>Mortgage Association (GNMA)-Housing Management</u>		
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 Insurance Programs 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)		

CVA - Housing and Urban Development Branch

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

CVA - Housing and Urban Development Branch

Description	Location of Record	Authorized disposition
Community Development Training and Urban Fellowships		
New Communities Policy Programs- general Projects		
<u>Community Development</u>		
Model Cities Interagency Coordination Planned Variations - general Policy		
Grants for Neighborhood Facilities General		
Open Space Land General Program Data		
Basic Water and Sewer Program Policies 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 Facility Loans		
Community Development Block Grants General		

CVA - Housing and Urban Development Branch

Description	Location of Record	Authorized disposition
<p>Terminated Programs Grants to Aid Acquisition of Land - general Public Works Planning Transportation Demonstrations - DOT/HUD study of Urban Transportation Research - DOT Urban Mass Transportation</p>		
<p><u>Federal Insurance Administration</u></p>		
<p>General</p>		
<p>Natural Disaster Federal Flood Insurance Programs General Long-range Disaster Recovery National Flood Insurance Act of 1974</p>		
<p>Crime Insurance General Program Data and Evaluation</p>		
<p><u>Policy Development and Research</u></p>		
<p>Housing Assistance Experiments and Economic Analysis Housing Allowance Experiments National Direct Cash Assistance Study Rural Housing Studies</p>		
<p>New Building Technology Lead - based Paint Hazard</p>		
<p>Improving Community Environment and Utility Services and Systems through Technology Applications Utility Services and Systems</p>		
<p>Urban Growth General Analysis</p>		

CVA - Housing and Urban Development Branch

Description	Location of Record	Authorized disposition
<p>Neighborhood Conservation and Community Revitalization Housing Abandonment Experiments</p>		
<p>Other Research and Evaluation General Research</p>		
<p>Terminated Programs Study of Housing and Building Codes, Zoning Tax Policies, and Development Standards Urban Renewal Demonstrations</p>		
<p><u>Fair Housing and Equal Opportunity</u> General Fair Housing Program Data Contract Compliance - general</p>		
<p><u>Funds Appropriated to the President</u> <u>Disaster Relief</u> (Federal Disaster Assistance Administration) Disaster Activities - general Disaster Recovery - Long-range Public Works Disaster Relief Act of 1974 Disaster Relief Provision - Flood Control Bill General Legislative Issues (Disaster Programs) OEP/HUD Transition - Determination Order OMB Disaster Responsibility President's Disaster Relief - General</p>		
<p><u>Independent Agencies</u> Advisory Commission on Intergovernmental Relations Banking Study General Federal Home Loan Bank Board General Variable Rate Mortgages</p>		
<p>Small Business Administration Disaster Loan Fund Disaster Loans - General</p>		

CVA- Housing and Urban Development Branch

Description	Location of Record	Authorized disposition
<p>19. <u>WHITE HOUSE REFERRALS</u></p> <p>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.</p>	<p>HUD Branch</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>20. <u>CONGRESSIONAL REFERRALS</u></p> <p>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.</p>		
<p>21. <u>PUBLIC INQUIRY</u></p> <p>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.</p>		

CVA - Housing and Urban Development Branch

Description	Location of Record	Authorized disposition
<p>22. <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p>a. Legislative Reference Division</p>	<p>See LRD Schedule.</p>
	<p>b. All Other Copies</p>	<p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>23. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance preparation, presentation, and publication</p>	<p>a. Legislative Reference Division</p>	<p>See LRD Schedule.</p>
	<p>b. All Other Copies</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever is sooner. Start new file every 2 years</p>
<p>24. <u>NONOFFICIAL PAPERS</u></p> <p>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.</p>	<p><i>HUD Branch</i></p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized disposition
<p>B. <u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Veterans Affairs Branch.</p> <p>a. Chronological file Work plans</p>	<p>Veterans Affairs Branch</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, whichever is sooner. Start new files every 2 years</p>
<p>b. Noncurrent record transfers (OMB Form 56)</p>		<p>Nonrecord - Branch reference copy. Dispose when obsolete or superseded.</p>

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized Disposition
<u>BUDGETARY RECORDS</u>		
Budgetary records maintained by the Veterans Affairs Branch reflect the budget process according to the fiscal year involved.		
<u>1. Budget Formulation and Preparation</u>		
- Ceiling Letter - Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11) - Appeals - Allowance Letter - Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)	(a) Veterans Affairs Branch Copy (b) All other copies	Permanent - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year Offer to NARS when <u>3</u> years old. Start new files for each 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	(c) Budget Review Division (d) All other copies	See BRD Schedule. Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner

Description

Location of Record

Authorized disposition

BUDGETARY RECORDS (continued)

Supplemental and Amended Budget Requests and Estimates

- Agency submission and justification
- Claims and judgments

(1) Budget Review Division

See BRD Schedule

(2) All other copies

Temporary -
Do not retire to Record Section.
Dispose when obsolete or no longer needed for current business, whichever is sooner.

Budget Execution

- (1) SF 132 - Apportionments and Reapportionment Schedules

Veterans Affairs Branch Copy

Permanent -
Close files at end of each fiscal year involved.
Retire closed files to Record Section every second fiscal year.
Offer to NARS when 8 years old.
Start new files for each fiscal year involved

- SF 133 - Report on Budget Execution
- SF 220, 221, 222 - Statements of Financial Condition
- Material for special message on deferrals and rescissions

(2) Veterans Affairs Branch Copy

Temporary -
Close files at end of each fiscal year involved
Retire closed files to Record Section every second fiscal year
Record Section will dispose when 4 years old.
Start new files for each fiscal year involved

(1) Budget Review Division

See BRD Schedule.

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The Veterans Affairs Branch is responsible for maintaining budgetary records for the following agency:</p> <p><u>Veterans Administration</u></p>		

CVA - Veterans Affairs Branch

27.

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)

- 9. Veterans Administration (overall)
- Actuarial Advisory Commission
- Automatic Data Processing
- Bicentennial
- Burial and Cemeteries
- Compensation
- Compensation - Alternates to VA Programs
- Contract Compliance
- Civil Rights
- Direct and Guaranteed Loans
- Educational Benefits (In-Service)
- Educational Loans (Private)
- Educational Testing Service
- Emergency Services
- Environmental Protection
- Evaluation of Vocational Educational Schools
- Evaluation (Management)
- Executive Development
- Federal Security Holdings
- Functional Classification
- GAO Reports (temporary)
- General
- GI Bill Evaluation
- Insurance
- Interagency Task Force
- International Transactions
- Legislative Programs
- Management Initiatives and Objectives
- Pensions
- Periodicals (Circular A-3)
- Legislative Programs
- Management Initiatives and Objectives
- Puerto Rican Veterans

Location of Record	Authorized disposition
Veterans Affairs Branch	9. Permanent - (except where otherwise indicated) Close files every 2 years Retire closed files and 4624 to Record Section, after 6-15-76 Transfer to NARS when <u>8</u> years old. Start new files every 2 years!

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized disposition
<p><u>Veterans Administration (overall) Con't.</u> Reorganization (VA) San Diego Regional Office Seminars Social Research and Development Statistical Policy Status Reports (Improving Services to Vietnam Veterans) Termination of War-time Veteran Benefits Tracking Quality and Level of Veterans Services VA Field Organization Volunteer Armed Force Volunteer Armed Force and G.I. Bill White House Presidential Projects Work-Study Program</p>		
<p><u>Alcohol and Drug Treatment</u> Alcoholism Drug Treatment Units General</p>		
<p><u>VA Hospital and Other Health Care</u> <u>OMB Management Initiatives and Studies</u> Quality Care Specialized Medical Services PSRO and VA Involvement Census Controversy and Waiting Lists Hospital Cost Project - AHA Daily Charges-Figures Length of Stay and Patient Management Regionalization Hospital Bed Study Hospital Information Systems Hospital Productivity Study</p>		
<p><u>Health Manpower</u> Medical Employment Medical Education and Training VA and Health Manpower Training Core Staffing Medical Care Staffing General Health Manpower Military Health Manpower Medical and Prosthetic Research Merit Review Board Medical Research Health Services Research and Development</p>		

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized disposition
<p><u>Health Manpower Con't.</u> Exchange of Medical Information (MAMOE) Medical Administration and Operating Expenses</p>		
<p><u>Grants</u> 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)</p>		
<p><u>Revolving Fund</u> Supply, Canteen</p>		
<p><u>Dental Programs</u> Dental Training Dental Treatment</p>		
<p><u>Other Medical Programs</u> Excessing Property Proposed Take-over of non-VA Facilities Closure of PHS Hospitals Setting Reimbursement Rates</p>		
<p><u>Medical and Hospital Statistics</u> Hospital Statistics National Health Strategy (General) VA and National Health Insurance Problems and Issues in Health Care HMO's (Health Maintenance Organizations) AHEC's (Area Health Education Centers) Medical Scarcity Areas VA-HEW Cooperation in Health Delivery</p>		
<p><u>Major Treatment - Modes and Illnesses</u> Extended Care - Domiciliaries Extended Care - Nursing Beds Extended Care - Other Psychiatric Care</p>		
<p><u>Outpatient Care</u> Outpatient/Ambulatory Care Day Treatment Centers Sickle Cell Anemia Outpatient Care Data</p>		

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized disposition
<p><u>Veterans Administration Studies</u> GI Bill Self-Survey Contract Study GI Bild Study - Air Force Veterans and Career Education</p> <p><u>External Studies</u> 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</p>		
<p><u>Hospitals</u> Individual Hospitals (by city) Construction General Policy Reprogramming Requirement for Presidential Authorization Special Reviews Status Reports</p>		<p><u>H.</u> Permanent - Close files every 6 years. Retirement closed files through 1970 to Record Section, after 6/30/80 Transfer to NARS when <u>8</u> years old. Start new files every 6 yearst</p>
<p><u>President's Veterans Program</u> HEW Labor OEO OMB VA White House</p>		
<p><u>Vietnam</u> Vietnam Era Veterans Studies Vietnam Veteran Profiled</p>		
<p><u>Other</u> Experimental Programs Feldman File (National League of Cities Lobbyist) Mallan File (American Association of State Colleges and Universities Lobbyist)</p>		

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized disposition
<p>28. <u>WHITE HOUSE REFERRALS</u></p> <p>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.</p>	<p>Veterans Affairs Branch</p>	<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>29. <u>CONGRESSIONAL REFERRALS</u></p> <p>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.</p>		
<p>30. <u>PUBLIC INQUIRY</u></p> <p>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.</p>		

CVA - Veterans Affairs Branch

Description	Location of Record	Authorized disposition
<p>31. <u>LEGISLATIVE RECORDS</u> Legislative clearance items including printed materials and related correspondence</p>	<p>a. Legislative Reference Division b. All Other Copies</p>	<p>See LRD Schedule Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress</p>
<p>32. <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u> Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p>a. Legislative Reference Division b. All Other Copies</p>	<p>See LRD Schedule. Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever is sooner. Start new file every 2 years.</p>
<p>33. <u>NONOFFICIAL PAPERS</u> 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</p>	<p>Veterans Affairs Branch</p>	<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>