

U.S. Department of Housing and Urban Development
Community Planning and Development

Special Attention of: Transmittal for Handbook No.: 2225.6
REV-1 CHG-14

Issued: October 17, 1995

1. This Transmits

Revised Schedule 69, Community Planning and Development
Records, for incorporation into Handbook 2225.6 REV-1, HUD
Records Disposition Schedules.

2. The introduction has been revised to update the list of
active Community Planning and Development (CPD) programs.

3. Items 1a and 2a have been revised to make the 3-year retention
period apply across the board to all CPD subject correspondence
files and chronological files.

The descriptions of the files were revised, and a
restriction was added to the disposition instructions for
chronological files to prevent their retirement to a Federal
Records Center.

4. The previous item 3 was deleted and item 4 renumbered as
item 3.

5. Item 5 renumbered as item 4 and revised for clarification.

- (a) Item 4a was revised to cross reference generic item
17-3 of HUD Records Disposition Schedule 3 which covers
unsuccessful applications for assistance.
- (b) Item 4b the retention period was increased from 3 years
to 6 years for cancelled, suspended, or terminated
projects on which a contract was executed. The retention
period had to be increased to accommodate the 5-year
30-day public access period for competitive assistance
applications required by section 102 of the HUD Reform
Act.
- (c) Item 4c was completely revised and simplified. This
item now provides separate disposition instructions for
(1) formula entitlement grants maintained on a program
year basis and (2) all other grants, including
discretionary or competitive grants.

: Distribution:

- (d) Item 4d covers (1) program and technical review and
processing copies related to applications for
discretionary or competitive grants, and (2) copies
related to applications for formula entitlement grants.
- (e) New item 4e covers final grant reports of the

Comprehensive Assistance (Program 701) Program, dated 1951-1981, kept in the HUD Headquarters Library.

6. Item 6 was renumbered as item 5. Item 7 was deleted and item 8 was renumbered as item 6.

(a) The National Archives and Records Administration (NARA) approved the revision of this schedule on July 3, 1995 (NARA Job N1-207-94-4).

7. Filing Instructions:

Remove:

Appendix 69, pages 1
through 12, dated 10/88

Insert:

Appendix 69, pages 1
through 15, dated 10/95