

RECORDS DISPOSITION SCHEDULE 29

INTERNATIONAL AFFAIRS RECORDS

This schedule covers the records accumulating under the international affairs function of HUD.

Item No.	Description of Records	Disposition
1.	Export/Import files (1974-) containing inquiries on shipment of houses abroad, requests for clearance of export license, minutes of meetings on export control, export quotas, reports of material shortages, and removal of export controls; premium payment plan for imports, reports on imports, and waiver of import duty on building materials in short supply.	Destroy when 5 years old. (NARA Job NC-207-75-4, item 1)
2.	Country Files (maintained alphabetically by specific countries) containing correspondence and Department of State dispatches relative to country study, proposed program for assistance; agreement for technical assistance; activity and project authorizations; requests for HUD specialists; recruitment of consultants; press releases; publications and photographs; economic, industrial, labor, and progress reports; evaluation of effectiveness of program; and correspondence with Federal agencies and industry regarding missions from foreign countries studying housing policies and methods. Page 3 lists the country files selected by HUD for retention. Emerging countries after World War II which were collectively representative of the type and extent of assistance extended by HUD were selected as being comprehensive of conditions under which assistance was granted.	
a.	Selected country files.	PERMANENT. Transfer to Federal Records Center when 5 years old. Offer to National Archives when 20 years old. (NARA Job NC-207-75-4, item 2(a))

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b.	Other country files.	Destroy when 5 years old. (NARA Job NC-207-75-4, item 2(b))
3.	International conferences and organizations files consisting of invitations and acceptances to attend conferences as an observer or participant; agenda, lists of organizations attending meetings, authorization to attend conference; speeches, proceedings, conclusions and recommendations, resolutions, and regulations; position papers; reports and related correspondence.	
a.	Lists of organizations attending meetings, agendas, position papers, HUD papers, speeches, and final reports.	<u>PERMANENT.</u> Transfer to Federal Records Center 3 years after close of file. Offer to National Archives when 20 years old. (NARA Job NC-207-75-4, item 3(a))
b.	Other materials.	Screen from file at time of transfer and destroy. (NARA Job NC-207-75-4, item 3(b))
4.	Technical Services Files: Exchanges of correspondence with government, industry, and foreign countries relating to housing techniques, building design, construction methods and materials.	
a.	Hard copies.	Destroy upon filming. (NARA Job NC-207-75-4, item 4(a))
b.	Microfilm copies.	Destroy upon termination of program. (NARA Job NC-207-75-4, item 4(b))
5.	General Subject Files:	
a.	Housekeeping Records.	Use applicable General Records Schedules.

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b.	Program Records: Consisting of position papers, national and international financing, legislation, working agreements with Federal agencies, delegations of authority, organization and functions.	<u>PERMANENT</u> . Transfer to Federal Records Center upon termination of program. Offer to National Archives when 20 years old. (NARA Job NC-207-75-4, item 5(b))
6.	Publications Files: Consisting of publications issued by the Office of International Affairs.	<u>PERMANENT</u> . Transfer to Federal Records Center upon termination of program. Offer to National Archives when 20 years old. (NARA Job NC-207-75-4, item 6)
7.	Bilateral Programs: Correspondence exchanged with bilateral partners on subjects of mutual concern; memoranda of understanding; bilateral agreements; reports of site visits; etc.	
a.	Bilateral programs with U.K. and U.S.S.R.	<u>PERMANENT</u> . Transfer to Federal Records Center upon termination of agreement. Offer to National Archives when 20 years old. (NARA Job NC-207-75-4, item 7(a))
b.	Bilateral programs with other nations.	Destroy upon termination of agreement. (NARA Job NC-207-75-4, item 7(b))

The following country files have been selected for permanent retention for historical and reference purposes. In selecting this material, we endeavored to choose foreign countries which were collectively representative of the type and extent of assistance provided by HUD.

Burma	Columbia	India	Nigeria	Philippines
Chile	China (Taiwan)	Korea	Peru	

These files may contain material classified confidential and secret by AID and the State Department. They are copies of existing documents in AID and State Department. Access to the files is limited to individuals approved by the HUD Security Officer.

