

RECORDS DISPOSITION SCHEDULE 54

**OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS
 RECORDS**

The Office of Congressional and Intergovernmental Relations (OCIR) was created in 1973 to advise the Secretary of the Department of Housing and Urban Development (HUD) with respect to legislation and Congressional relations. OCIR is responsible for: 1) coordinating the activities of program offices in developing HUD's legislative program, in cooperation with the Office of the General Counsel (OGC); 2) Oversees progress of HUD's legislative matters; 3) review draft responses prepared by OGC, the expression of HUD's position on legislative or executive orders; 4) coordinating HUD testimony preparations; 5) aids in resolving intra-departmental policy differences on legislative matters, as well as Departmental legislative differences with the Office of Management and Budget; 6) acts as liaison with Congress and serves as point of contact for Congressional inquiries and communications; 7) keeping the Secretary fully informed on all legislative matters affecting HUD; and 8) providing functional supervision to Congressional relations activities in HUD's regional and field offices.

Item

No. Description of Records Disposition

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| 1 | Assistant Secretary's Records. The official program files maintained in the immediate offices of the Assistant Secretary or maintained separately, but not including personal papers. May include program subject files, program correspondence, program policy or other records documenting the functions of the Assistant Secretary and his/her office. | |
| a. | Substantive Records of the Assistant Secretary. May include internal memoranda, meeting notes, minutes, and agenda; interagency and internal correspondence not tracked through the Executive Secretariat; notes of conversations; routing slips with substantive tasking; internal reports, briefing materials, drafts and proposals for new programs; speeches; termination of functions; decisions and recommendations; studies; agreements and memoranda of understanding; and program policy or procedural issuances. | PERMANENT. Cut off files at end of calendar year. Retire to the record center 3 years after cutoff or 1 year after incumbent leaves office, whichever is sooner. Transfer to the National Archives 5 years after cutoff or 3 years after incumbent leaves office, whichever is sooner.
(2225.6/63/1a, NARA Job NI-207-95-1, item 1a) |

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b.	Nonsubstantive Records of the Assistant Secretary. May include copies of correspondence tracked through the Executive Secretariat; extra copies of publications and news releases; travel plans; personal matters; routine invitations to speak and replies; routine and facilitative correspondence of a nonsubstantive nature and other records that do not document substantive policies and procedures of the office.	Temporary. Cut off files at end of calendar year. Destroy 3 years after cutoff. (2225.6/63/1b, NARA Job N1-207-95-1, Item 1b)
c.	Assistant Secretary's Calendars and Logs. May include calendars, datebooks, appointment books, schedules, logs, diaries, journals, and all other records documenting meetings, appointments, telephone calls, trips, visits, and other official activities of the Assistant Secretary. This may also include such records kept in electronic form, but does not include personal papers.	PERMANENT. Cut off at end of calendar year. Retire to records center 3 years after file break or 1 year after incumbent leaves office, whichever is sooner. Transfer to National Archives 5 years after cutoff or 3 years after incumbent leaves office, whichever is sooner. (2225.6/63/3a, NARA Job N1-207-95-1, Item 3a)
1)	Substantive Records. Those calendars and logs that contains records with substantive information relating to official activities that have not been incorporated into the official files.	

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2)	Nonsubstantive Records. May contain records that document routine activities containing no substantive information or which contain substantive information that has already been incorporated into the organized official files.	Temporary. Destroy or delete when no longer needed. May be removed when leaving office if cleared by the appropriate Records Management Liaison Officer (RMLO). The RMLO must verify that the records are eligible to be removed under this item. (2225.6/63/3b, NARA Job N1-207-95-1, Item 3b)
2.	Congressional Correspondence Files. These are the official copies of correspondence between Congress and the Office of Congressional and Intergovernmental Relations, together with related Department interoffice correspondence. The correspondence consists of originals and copies of incoming and official record copies of outgoing items such as letters, memoranda, and other related correspondence from HUD Field Offices and other Headquarters offices. Arranged alphabetically by name of Member of Congress, thereunder in reverse chronological order. (Supersedes NARA Job N1-207-76-1, Item 1)	Temporary. Cut off at end of calendar year. Retire to record center 1 year after cutoff. Destroy 5 years after cutoff. (NARA Job N1-207-00-2, Item 2a)

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3.	Congressional Notification Files. Record copies containing informational release records pertaining to Department program actions. They contain data on type of program; project number; amount of Federal assistance; recipient and location of project; purpose and brief description; other agencies and/or contractors involved; names of Members of Congress to whom notifications were provided; and other related information. Arranged by fiscal year, thereunder alphabetically by name of State, thereunder reverse chronological by date of release. (Supersedes NARA Job N1-207-76-1, Item 2)	Temporary. Cut off at end of fiscal year. Retire to records center 2 years after cutoff. Destroy 5 years after cutoff. (NARA Job N1-207-00-2, item 3)
4.	J-1 Waivers. Contains 1) letters from heads of employing facilities; 2) copies of recruitment materials; 3) letters of recommendation; 4) US Information Agency (USIA) data sheets; 5) copies of signed contracts between physicians and facilities; 6) documentation that employer is 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 his/her medical license has never been suspended or revoked and he/she is not subject to any criminal investigation or proceedings by any medical licensing authority; 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	Temporary. Cut off at end of calendar year. Retire to records center immediately after cutoff. Destroy 5 years after cutoff. (NARA Job N1-207-97-3, Item 4)

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Item No.	Description of Records	Disposition
5.	<p>Naturalization Service (INS); 15) employ- ment verification; 16) INS Notice of Action for waivers granted (form I-797). Arranged alphabetically by name of applicant. 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.</p> <p>Program Subject Files. Contains copies of letters sent to Congressmen by HUD officials, copies of Inspector General reports, copies of the Congressional Record, and copies of General Accounting Office reports. Dates: Fiscal Year 2000 to present. Arranged by subject. Volume: approximately 6 cubic feet.</p>	<p>Temporary. Cut off at end at end of fiscal year. Destroy 2 years after cut-off. (NARA Job N1-207-00-2, item 5)</p>
6.	<p>Staff Working Papers File. Working papers of CIR staff. Topics include Kiddie MAC, disaster relief, proposed public housing reform legisla- tion, and tracking of appropriations bills. Dates: 1986-Present. Arranged by subject. Volume: Approximately 21 cubic feet.</p>	<p>Temporary. Cut off at end of calendar year. Destroy 2 years after cut-off or when no longer needed for current business, whichever is sooner. (NARA Job N1- 207-00-2, item 6)</p>
7.	<p>Statements and Testimonies. Contains transcripts of statements made by HUD officials before Congress. Dates: 1993 to present. Arranged chronologically. Volume: Approxi- mately 7 cubic feet. Estimated Annual Accumulation: 1 cubic foot.</p>	<p>PERMANENT. Cut off at end of Congress (every sec- ond year). Retire to records center 4 years after cutoff. Transfer to NARA 6 years after cutoff. (NARA Job N1- 207-00-2, item 7)</p>

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8. **Electronic Copies.** Electronic version of records created by the electronic mail and/or word processing applications, for the following series in this schedule: Substantive Records of the Assistant Secretary, Nonsubstantive records of the Assistant Secretary, Assistant Secretary's Substantive and nonsubstantive Calendars and Logs, Congressional Correspondence Files, Congressional Notification Files, Program Subject Files, Staff Working Papers, and Statements and Testimonies.
- a. **Copies that have no further administrative value after the recordkeeping copy is made:** Includes copies maintained by individuals in personal files, personal e-mail, directories, or other personal directories on hard disk or network drives, and copies on shared network that are used only to produce the recordkeeping copy. **Temporary.** Delete within 180 days after the recordkeeping copy has been produced. (NARA Job N1-207-00-2, item 8a)
- b. Copies for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **Temporary.** Delete when dissemination, revision, or updating is complete. (NARA Job N1-207-00-2, item 8b)
9. **Internet Website Records.** Contains the website records of the Office of Congressional and Intergovernmental Relations (OCIR).
- a. **Website Information Distribution Pages.** Contains information for public distribution such as the OCIR telephone directory, a calendar of events for various housing organizations, and related materials. **Temporary.** Delete when superseded or obsolete. NARA Job No. 207-01-01, item 9a)
- b. **Congressional Testimonies.** **Temporary.** Delete when 18 months old or when no longer needed for reference, whichever is sooner. (NARA Job No. N1-207-01-01, item 9b)

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10	<p>Secretary's "100 Cities" Briefing Materials. Contains information on medium sized cities, such as Milwaukee, WI and Toledo, OH. Information includes form of government, names of local government officials, and status of local HUD offices. Also contains briefings given by the Secretary or the Secretary's representative to government officials in those cities, or to affinity groups such as the National Hispanic Housing Council. Arranged by name of city, or affinity group. Volume on hand: Annual Accumulation: 3 cubic feet. approximately 1/2 cubic foot. Estimated Annual Accumulation: 3 cubic feet.</p>	<p>PERMANENT. Cut off files at end of calendar year in which briefing is given. Retire to Federal Records Center 1 year after cutoff. Transfer to NARA 2 years after cutoff. (NARA Job No. N1-207-01-01, item 10.)</p>
11	<p>Program Subject File. Contains assorted HUD fact sheets, copies of newspaper clippings and presentation overheads, documents used to track travel of various high-level officials, information about National Partners in Homeownership Week, videotapes produced by non-governmental organizations, and other assorted reference materials that do not document substantive policies and procedures of the office. Arranged alphabetically by subject. Volume on hand: Approximately 2 cubic feet. Estimated Annual Accumulation: 1 cubic foot.</p>	<p>Temporary. Cut off at end of calendar year. Destroy 2 years after cutoff. (NARA Job No. N1-207-01-01, item 11)</p>
12	<p>State/HUD Partnership File. Provides an overview of HUD's local partnerships in selected cities, and includes information about funding of state programs, as well as activities and accomplishments of those programs. Arranged alphabetically by name of state. Volume on hand: 2 cubic feet. Estimated Annual Accumulation: 1/2 cubic foot.</p>	<p>PERMANENT. Cut off at end of calendar year. Retire to record center 2 years after cutoff. Transfer to National Archives 4 years after cutoff. (NARA Job No. N1-207-01-01, item 12)</p>

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13	Name of File. Contains copies of correspondence between the Secretary and various government officials and other public figures. Original documents are maintained by the Secretary's office. Arranged alphabetically by last name of correspondent. Volume: 2 cubic feet. Estimated Annual Accumulation: ½ cubic foot.	Temporary. Cut off at end of calendar year. Destroy 2 years after cutoff. (NARA Job No. N1-207-01-01, item 13)
14	State File. Contains memoranda and copies of e-mail messages relating to HUD support for state programs and local transition issues such as the rehabilitation of neighborhoods. This is not an on-going series. Arranged alphabetically by name of state. Volume on hand: 3 cubic feet. Estimated Annual Accumulation: No further accumulation expected.	Temporary. Cut off at end of calendar year. Destroy 2 years after cutoff. (NARA Job No. N1-207-01-01, item 14.)
15	Mayors File. Reference file containing biographies of mayors of various cities across the country, as well as documents summarizing events and issues of particular interest to HUD in those cities. Provides a snapshot of city government at that time. Arranged alphabetically by name of state, thereunder by name of mayor, followed by the name of the city. Volume on hand: Approximately 3 cubic feet. Estimated Annual Accumulation: ½ cubic foot.	Temporary. Destroy when superseded or no longer needed for reference. (NARA Job No. N1-207-01-01, item 15)
16	County Desk Program Outgoing Correspondence. Consists exclusively of outgoing form letters to mayors and county government officials across the country, informing them that their county is under consideration to be a participant in HUD's	Temporary. Cut off at end of calendar year. Destroy 2 years after cutoff. (NARA Job No. N1-207-01-01, item 16)

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	<p>“County Desk” program. This is not an ongoing series for OIR. Arranged alphabetically by state. Volume on hand: Approximately 3 cubic feet. Estimated Annual Accumulation: no further accumulation is expected.</p>	
17	<p>Deputy Assistant Secretary’s Travel Reference File. Contains printed materials collected to Facilitate travel of the Deputy Assistant Secretary. such as brochures, maps and directories. Also includes blank customer survey forms. Arranged alphabetically by subject. Volume on hand: 1 cubic foot.</p>	<p>Temporary. Destroy when no longer needed for current business. (NARA Job No. N1-207-01-01, item 12.)</p>
18	<p>Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule (Secretary’s “100 Cities” Briefing Materials, Program Subject Files, State/HUD Partnership File, Name File, State File, Mayors File, County Desk Program Outgoing Correspondence, Deputy Assistant’s Secretary’s Travel Reference File, and the Website Records).</p>	
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Temporary. Delete within 180 days after the record-keeping copy has been produced. (NARA Job No. N1-207-01-01, item 18a)</p>
	<p>b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Temporary. Delete when dissemination, revision, or Updating is complete. (NARA Job No. N1-207-01-01, item 18b)</p>