

HUD Records Destruction Form

Form 1067.1

U.S. Department of Housing and Urban Development

Office of Housing Administration

Date Reported

Name of Reporting Office (Including primary organization, division, branch)

Records Custodian (name, title, phone #)

Your Records Management Coordinator (name)

We request authorization to destroy the below listed records which have reached their retention period per the following noted Records Schedule:

File Plan Name (if applicable)

Record Row #

Record Series Title or Electronic Application Name

Record Series Schedule

Record Series Item #

Records Retention Instructions

Disposition Authority

Date Range of Records to be Destroyed

Paper or Electronic Record?

Volume/Number of Records to be Destroyed

Inventory of Records to be Destroyed (and additional details or comments)

Check Here If Separate Inventory Is Attached

INSTRUCTIONS- Record Custodian should complete the first page using your approved Office File Plan, then forward the form to your Program Area Records Management Coordinator (RMC) for concurrence Routing.

- Records may not be destroyed/ deleted until you receive authorization-

- Paste and copy complete Records Schedule details from your File Plan or the Records Schedule.
- RMCs must confirm that any Transitory Records have passed the Housing [Quality Control SOP](#) and QA [Checklist](#).
- Records Inventory should be as detailed as needed to identify all records, based on the record type.
- Electronic Records must be deleted according to your office IT SOP.
- Paper Records must be destroyed by cross shredding.
- The RMC must provide a Certificate of Destruction/ Sanitation if the Records are destroyed by a Contractor.

CONCURRENCE ROUTING

	Program Area RC	Technical Oversight	Division Director	Program Area RMC
Name & Title				
Signature & Date				

MEMORANDUM FOR: Isaac Livingston, Housing Records Management Liaison Officer

Official's Name, and Title

FROM:

SUBJECT: Authorization for Destruction of Records

Background

In accordance with 36 CFR 1225, all records, including records utilized by contractors, must be covered by a National Archives and Records Administration (NARA) approved agency disposition authority and NARA General Records Schedule (GRS). A records schedule is a document which briefly describes records of an office, department, or agency and provides mandatory instructions for the final disposition of recurring or nonrecurring records.

NARA Requirements

NARA requires the original custodian of the records (i.e., the program area that created the files), to have a NARA – approved Records Schedule that provides a description of all records created by the Program office, the Schedule, the Retention period, and the point at which the records can be dispositioned. Once eligible for disposition, the Custodian must then specify, certify, and authorize the records are eligible for disposition pursuant to 36 C.F.R. 1224.10(a)(b), including the Schedule, line item, and other identifiers per NARA's requirements.

Review Methodology

These Records as identified on this document have been analyzed and reviewed following all Housing SOPs by the original custodian, the Program Office Records Management Coordinator, Program Area Technical Official, and SF RMC who concur that these records should be destroyed based on the applicable Disposition Authority.

Certification and Authorization Approval

As the Official responsible for the safekeeping of these records, I certify that the records described and designated on this form are eligible for disposition pursuant to noted Disposition Authority and I authorize their disposition.

Implementation Next Steps

I request that you, the Records Management Liaison Officer review and approve my certification and authorization for disposal of these referenced records.

Additionally, I request that the submitting office take any actions necessary to destroy the referenced records via cross shredding and following all applicable disposition statutes, including obtaining Certifications of Destruction.