

Request for Records Disposition Authority

Records Schedule Number: **DAA-0207-2013-0001**
Schedule Status: **Approved**

Agency or Establishment: **Department of Housing and Urban Development**
Record Group / Scheduling Group: **General Records of the Department of Housing and Urban Development**
Records Schedule applies to: **Department-wide**
Schedule Subject: **Single Family Home Mortgage Insurance Program Records (Schedule 20)**

Internal agency concurrences will be provided: **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0207-2013-0001

Sequence Number	
1	Condominium Project Files Disposition Authority Number: DAA-0207-2013-0001-0001

Records Schedule Items

Sequence Number						
1	Condominium Project Files Disposition Authority Number DAA-0207-2013-0001-0001 <p>Application and recertification files required for condominium projects to be considered for the HUD approved condominium List, and related to single-family program files. Records in each file include material that demonstrates that the project is in full compliance with local and Federal regulations. Documents include, but are not limited to: summary sheets; records of the Condominium Association (or equivalent), including bylaws, budgets, articles of incorporation, certificate of insurance, and management agreements; project maps; requests for resubmission of rejected documents, including correspondence; recertification or re-approval cover letter; etc.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>2225.6, HUD RDS 20.x</td> <td>HUD 2225.6, HUD RDS, 20.x</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at the end of the fiscal year certified/approved</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	2225.6, HUD RDS 20.x	HUD 2225.6, HUD RDS, 20.x
Manual Citation	Manual Title					
2225.6, HUD RDS 20.x	HUD 2225.6, HUD RDS, 20.x					

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/22/2013	Certify	Carmelita Bridges	Departmental Records Officer	US Dept of Housing and Urban Development - US Dept of Housing and Urban Development
08/22/2013	Return for Revision	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
12/04/2013	Submit For Certification	Carmelita Bridges	Departmental Records Officer	US Dept of Housing and Urban Development - US Dept of Housing and Urban Development
12/04/2013	Certify	Carmelita Bridges	Departmental Records Officer	US Dept of Housing and Urban Development - US Dept of Housing and Urban Development
02/13/2014	Submit for Concurrence	Sean Curry	Senior Records Analyst	National Archives and Records Administration - Agency Services
02/24/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist