

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Office of Housing

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline Grant, Mgmt. Analyst  
Oliver Walker, RMLO, Housing

5. TELEPHONE

(202) 708-1891 x  
(202) 708-0614 x

## 6. 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 on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/29/04	<i>Carmelita Bridges</i>	Acting Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>HUD Records Disposition Schedules</b></p> <p>Office of Housing</p> <p>The Department of Housing and Urban Development, (HUD) is updating Housing's Paper record schedules.</p> <p>The proposed new items will provide descriptions and dispositions for the new items which are being added to the Housing record schedules. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required.</p> <p>See the attached new descriptions of records and disposition instructions for these new items being added and also the items being deleted because the items are being performed electronically.</p>	<i>Oliver Walker</i>	1/2/04
		Office of Housing	<i>Mary O'Dowd</i> 1-14-04
		Office of Inspector General, (OIG)	<i>Sinther M. Kelly</i> 1-12-04
		Office of General Counsel, (OGC)	

**RECORDS DISPOSITION SCHEDULE 56**

**RECORDS RELATING TO DIRECT LOANS AND CAPITAL ADVANCES FOR  
THE ELDERLY AND PERSONS WITH DISABILITIES**

This Schedule provides disposition instructions for Headquarters and Field Office records relating to direct loans and capital advances for housing for the elderly or persons with disabilities. It supersedes previously approved Records Schedule 56, dated 6/74.

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	General subject files pertaining to the administration and management of persons with disabilities the direct loans and capital advances for the elderly and persons with disabilities program. Headquarters and Field Office files.	Break files annually. Retain current and two preceding years and then destroy. (NARA Job NC1-207-77-6, item 1)
2.	Chronological files pertaining to the direct loans and capital advances for the elderly and persons with disabilities program.	Break files annually. Retain current and two preceding years and then destroy. (NARA Job NC1-207-77-6, item 2)
3.	<del>Reference copies of opinions, policy and procedural handbooks, interpretations, informational releases and publications, and any other related directives. Headquarters and Field Office files.</del>	<del>Break files annually. Destroy when superseded or obsolete, or when no longer needed for administrative use. (NARA Job NC1-207-77-6, item 3)</del>
4.	<del>Application and loan or building loan agreement file. Includes application and loan originating documents.</del>	<del>Destroy three years after final settlement. (NARA Job NC1-207-77-6, item 4a)</del>
a.	When long-term government loan is rescinded by sale of note to private investor. Headquarters and Field Office files.	

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	b. When projects are partially or wholly financed with Federal funds through purchase or note. Headquarters and Field Office files.	Retire to Federal Records Center when no longer required for loan management reference. Destroy three years after note has been redeemed and cancelled by payment in full or refinancing and the loan agreement terminated. (NARA Job NC1-207-77-6, item 4b)
5.	Correspondence on applications, loan/capital advance agreements and note proceedings with applicant, local, State and Federal Agencies and institutions, which does not qualify the covenants and pledges of the applications and loan/capital advance or building loan agreement documents. Headquarters and Field Office files.	Destroy three years after final disbursement and satisfactory close of final audit or cost certification. (NARA Job NC1-207-77-6, item 5)
6.	Construction contract documents consisting of a conformed set of bid and contract documents and amendments (Architect/Engineer and Construction), final plans and specifications, contract review documents, wage rates, contract change orders, insurance coverage, inspection reports, construction reports, and related correspondence.	

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	a. Field Office files.	Place in inactive file after final payment. Retire fiscal year block to Federal Records Center two years after final payment. <del>Destroy six years after final payment. (NARA Job NC1-207-77-6, item 6a)</del>
	b. Headquarters files.	Destroy two years after satisfactory settlement of <del>contract and close of final audit or cost certification.</del> (NARA Job NC1-207-77-6, item 6b)
7.	<del>Prebid set of contract documents, including plans and specifications, reviewed for conformity with HUD requirements. All locations.</del>	Destroy when approved conformed contract, specifications, and plans become part of the official file. (NARA Job NC1-207-77-6, item 7)
8.	<del>Mortgage transcript documents consisting of charter or articles of incorporation, by-laws, and amendments; proceedings of borrower authorizing execution of notes, mortgages, regulatory agreements; survey maps with legal description of project to be mortgaged; site certificate; affidavits; certifications; and opinion of counsel. Headquarters and Field Office files.</del>	Destroy three years after note has been paid in full and cancelled and all agreements terminated. <del>When long-term government loan is rescinded by sale of</del>

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		<del>note to private investor, the Headquarters records set of mortgage transcript documents shall be released to the private investor upon completion of sale. (NARA Job NC1-207- 77-6, item 8)</del>
9.	Project and Asset management files.	
	a. Documentation between HUD and borrower/owner evidencing borrower's/ owner's understanding and agreement to continue compliance with covenants and pledges of loan/capital advance documents, terms of admission, partial release of mortgage, and amortization schedule. Headquarters and Field Office files.	Destroy three years after repayment of the loan and termination of loan/capital advance or building loan agreement. (NARA Job NC1-207-77-6, item 9a)
	b. Correspondence and other communications of obvious transitory value not affecting the status of loan repayment. Headquarters and Field Office files.	Destroy when two years old. (NARA Job NC1-207-77-6, item 9b)
	c. Reports submitted by borrower/owner or auditors consisting of initial, annual and special reports and statement of cash receipts. Headquarters and Field Office files.	Destroy when reports have no further administrative value, but not sooner than three years following

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		resolution of exceptions. (NARA Job NC1-207-77-6, item 9c)
10.	Project control record, consisting of individual applicant status record documenting action taken from application through receipt of note. Field Office files.	Destroy three years after final disbursement of loan/capital advance and termination of loan or building loan agreement. (NARA Job NC1-207-77-6, item 10)
11.	Asset management control record, containing financial and operational data during the loan management stage. Field Office files.	Destroy three years after repayment of loan and termination of the loan/capital advance or building loan agreement. (NARA Job NC1-207-77-6, item 11)
12.	<del>Withdrawn, disapproved, or deferred applications and related correspondence. Headquarters and Field Office files.</del>	Destroy three years after withdrawal, disapproval, or deferral. (NARA Job NC1-207-77-6, item 12)

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13.	<p>Field Engineers' files.</p> <p>a. Contractors' payrolls, consisting of weekly payrolls, with related certifications.</p> <p>b. All other project records.</p>	<p>Destroy three years after date of completion of contract unless contract performance is subject of enforcement action on such date. (NARA Job NC1-207-77-6, item 13a)</p> <p>Destroy one year after satisfactory completion of contract and final settlement. (NARA Job NC1-207-77-6, item 13b)</p>
14.	Requisitions for loan payment consisting of requisitions and vouchers for loan payment or advance, borrower's/owner's statement regarding its financial condition, certifications, opinion of counsel, supporting documents, and related correspondence. Headquarters and Field Office files.	Destroy three years after final disbursement and satisfactory close of final audit or cost certification. (NARA Job NC1-207-77-6, item 14)

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15.	<b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
a.	<b>Copies that have no further administrative value after the recordkeeping copy is made.</b> Includes copies maintained by individuals in personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<b>Temporary.</b> Destroy/delete within 180 days after the recordkeeping copy has been produced.
b.	<b>Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</b>	<b>Temporary.</b> Destroy/delete when dissemination, revision, or updating is completed.