

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1.207 77 6

DATE RECEIVED

15 SEP 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-17-77 *Jane E. O'Neill*
 Date *acting* Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Housing & Urban Development

2. MAJOR SUBDIVISION

Assistant Secretary for Housing-Fed. Hsg. Com.

3. MINOR SUBDIVISION

Office of Insured and Direct Loan Origination

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Sharon B. Mizell, room 6136

755-6528

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9/8/77	<i>Robert J. Devlin</i> Robert J. Devlin, OMI	Management Analyst

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Records Disposition Schedule 56</p> <p>Records Relating to Direct Loans for the Elderly and Handicapped</p> <p>This Schedule provides disposition instructions for Headquarters and field office records relating to direct loans for housing for the elderly or handicapped.</p> <p>Section 202 of the Housing Act of 1959 (Public Law 86-372), copy attached, provides for long term direct loans to eligible, private, nonprofit sponsors to finance rental or cooperative housing facilities for elderly or handicapped persons.</p> <p>From the date of enactment through 1972, approved loans covered 45,275 units at a value of \$579,444,000. After a brief suspension, the program was revised and reactivated by the Housing and Community Development Act of 1974.</p>		

B. Park
Program Concurrence
Date 9-8-77

B. Park
Legal Concurrence
Date 9-8-77

115-107 *Send to agency, NNS, NCW, and FRC's - 10/17/77*

STANDARD FORM 115
 Revised April, 1975
 Prescribed by General Services
 Administration
 FPMR (41 CFR) 101-11.4

19 items

Records Disposition Schedule 56

Records Relating to Direct Loans for the Elderly and Handicapped

This Schedule provides disposition instructions for Headquarters and field office records relating to direct loans for housing for the elderly or handicapped. It supersedes previously approved Records Schedule 56 dated 6/1974. (NN-173-141, approved 4/17/73).

Item

<u>No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General subject files pertaining to the administration and management of the direct loans for the Elderly and Handicapped Program.	Headquarters and field office files.
2.	Chronological files pertaining to the direct loans for the Elderly and Handicapped Program.	Break files annually. Retain current and two preceding years and then destroy.
3.	Reference copies of Opinions, policy and procedural issuances, interpretations, informational releases and publications, and any other related directives.	Headquarters and field office files.
4.	Application and loan or building loan agreement file. (This page) Includes application and loan originating documents.	Break files annually. Destroy when superseded or obsolete, or when no longer needed for administrative use.
a.	When long-term government loan is rescinded by sale of note to private investor.	

per conversation
with Bob Devlin
10/12/77
jef

Records Disposition Schedule 56

Records Relating to Direct Loans for the Elderly and Handicapped

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
4.	Headquarters and field office files. b. When projects are partially or wholly financed with Federal funds through purchase of note.	Destroy three years after final settlement.
	Headquarters and field office files.	Transfer 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.
5.	Correspondence on applications, loan 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 or building loan agreement documents.	Destroy three years after final disbursement and satisfactory close of final audit or cost certification.

Records Disposition Schedule 56

Records Relating to Direct Loans for the Elderly and Handicapped

Item No.	Description of Records	Disposition
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.	
	a. Area Office files.	Place in inactive file on final payment. Transfer fiscal year block to Federal Records Center two years after final payment. Destroy six years after final payment.
	b. Headquarters files.	Destroy two years after satisfactory settlement of contract and close of final audit or cost certification.
7.	Prebid set of contract documents, including plans and specifications, reviewed for conformity with HUD requirements. (not left on this page)	
	All locations.	Destroy when approved conformed contract, specifications, and plans become part of the official file.

Records Disposition Schedule 56

Records Relating to Direct Loans for the Elderly and Handicapped

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
8.	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.	Destroy three years after note has been paid in full and cancelled and all agreements terminated.
	Area Office and Headquarters files.	When long-term government loan is rescinded by sale of note to private investor, the Headquarters records set of mortgage transcript documents shall be released to the private investor upon completion of sale.
9.	Project and loan management files.	(See notes following this page)
a.	Documentation between HUD and borrower evidencing borrower's understanding and agreement to continue compliance	

Records Disposition Schedule 56

Records Relating to Direct Loans for the Elderly and Handicapped

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	with covenants and pledges of loan documents, terms of admission, partial release of mortgage, and amortization schedule.	
	Area Office and Headquarters files.	Destroy three years after repayment of the loan and termination of loan or building loan agreement.
b.	Correspondence and other communications of obvious transitory value not affecting the status of loan repayment.	
	Area Office and Headquarters files.	Destroy when two years old.
c.	Reports submitted by borrower or auditors consisting of initial, annual and special reports and statement of cash receipts.	
	Area Office and Headquarters files.	Destroy when reports have no further administrative value, but no sooner than three years following resolution of exceptions.

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Records Relating to Direct Loans for the Elderly and Handicapped

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
10.	Project control record, consisting of individual applicant status record documenting action taken from application through receipt of note. Area Office files.	Destroy three years after final disbursement of loan and termination of the loan or building loan agreement.
11.	Loan management control record, containing financial and operational data during the loan management stage. Area Office files.	Destroy three years after repayment of loan and termination of the loan or building loan agreement.
12.	Withdrawn, disapproved, or deferred applications and related correspondence. Area Office and Headquarters files.	Destroy three years after withdrawal, disapproval, deferral.
13.	Field Engineers' files. a. Contractors' payrolls, consisting of weekly payrolls, with related certifications.	Destroy three years after date of completion of contract unless contract performance is subject

Records Disposition Schedule 56

Records Relating to Direct Loans for the Elderly and Handicapped

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
13.	<p>b. All other project records.</p>	of enforcement action on such date. Destroy one year after satisfactory completion of contract and final settlement.
14.	<p>Requisitions for loan payment consisting of requisitions and vouchers for loan payment or advance, borrower's statement regarding its financial condition, certifications, opinion of counsel, supporting documents, and related correspondence.</p> <p>Headquarters and field office files.</p>	Destroy three years after final disbursement and satisfactory close of final audit or cost certification.

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