Request for Records Disposition Authority

Records Schedule Number DAA-0572-2017-0005 Schedule Status Approved Agency or Establishment **Rural Development** Record Group / Scheduling Group **Records of USDA Rural Development Programs** Records Schedule applies to Major Subdivsion Major Subdivision **Rural Utilities** Minor Subdivision Water and Environmental Programs Schedule Subject WEP provides loans, grants and loan guarantees for drinking water, sanitary sewer, solid waste and storm drainage facilities in rural areas and cities and towns of 10,000 or less. Public bodies, non-profit organizations and recognized Indian tribes may qualify for assistance. WEP also makes grants to non-profit organizations to provide technical assistance and training to help rural communities with their

Internal agency concurrences will No be provided

Background Information

Item Count

Number of Total Disposition Items		of Permanent on Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
13	0	· · · · · · · · · · · · · · · · · · ·	13	0
GAO Approval			en antipatri de la companya de la co la companya de la comp la companya de la comp	
	. •	1.1.1.1.1.1.1.1		

water, wastewater and solid waste problems.

Electronic Records Archives

PDF Created on: 01/17/2018

Records Schedule: DAA-0572-2017-0005

÷

Outline of Records Schedule Items for DAA-0572-2017-0005

Sequer	ce Number	
1		170029.1 National Office – General Files (by State) Disposition Authority Number: DAA-0572-2017-0005-0001
2		170029.2 National Office – State Files Disposition Authority Number: DAA-0572-2017-0005-0002
3		1700.29.3 Field Office – Active Files 1. General Correspondence Disposition Authority Number: DAA-0572-2017-0005-0003
4		1700.29.3 Field Office – Active Files 2. Contracts Disposition Authority Number: DAA-0572-2017-0005-0004
5	· ·	1700.29.3 Field Office – Active Files 3. Loan Legal Documents Disposition Authority Number: DAA-0572-2017-0005-0005
6		1774 Field Office – Section 306C Water and Waste Disposal (WWD) Loans 1. Gen eral Correspondence Disposition Authority Number: DAA-0572-2017-0005-0006
7		1774 Field Office – Section 306C Water and Waste Disposal (WWD) Loans. Disposition Authority Number: DAA-0572-2017-0005-0007
8	· · · · · · · · · · · · · · · · · · ·	1774 Field Office – Section 306C Water and Waste Disposal (WWD) Loans and Lo an Legal Documents Disposition Authority Number: DAA-0572-2017-0005-0008
9	· · ·	1775 National Office – National Rural Water Circuit Rider Contract Disposition Authority Number: DAA-0572-2017-0005-0009
10		1775 National Office – Rural Community Assistance Program Disposition Authority Number: DAA-0572-2017-0005-0010
11		1779 Field Office – Water and Waste Program Guaranteed Loans 1. General Corre spondence Disposition Authority Number: DAA-0572-2017-0005-0011
12		1779 Field Office – Water and Waste Program Guaranteed Loans 2. Contracts Disposition Authority Number: DAA-0572-2017-0005-0012
13		1779 Field Office – Water and Waste Program Guaranteed Loans 3. Loan Legal D ocuments Disposition Authority Number: DAA-0572-2017-0005-0013
	· ·	
		to the R1. In the D144 groups of the state of growth of the state of the state of the state of the state of the
•		1 = 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 +
4		n en
Electronic	Ręcords Archiv	res PDF Created on: 01/17/2018
		(1, 2, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3, 3,

÷ . ,

Records Schedule Items

1	
Sequence N	nber
1	170029.1 National Office – General Files (by State)
	Disposition Authority Number DAA-0572-2017-0005-0001
	Copies of correspondence addressed to the state office staff regarding Water Programs such as servicing actions (un-liquidated obligations, re-amortization, responses to OMB Circular A-133, requests for legal determination, etc.) and processing actions (thank you letters to congressmen regarding the Technical Assistance and Training (TAT) grant program, inquiries from the public requesting information about the various water programs etc.,)
	Final Disposition Temporary
- and	Item Status Active
1	Is this item media neutral? Yes
	Do any of the records covered Yes by this item currently exist in electronic format(s) other than e- mail and word processing?
	Do any of the records covered Yes by this item exist as structured electronic data?
	Disposition Instruction
	Cutoff Instruction Cutoff at the end of the 3rd FY
	Transfer to Inactive Storage Transfer to the FRC after Cutoff
	Retention Period Destroy 7 year(s) after Cutoff
	Additional Information
. 1	GAO Approval Not Required
2	170029.2 National Office – State Files
r	Disposition Authority Number DAA-0572-2017-0005-0002
	Correspondence relating to material sent to and received from Federal Agencies, Members of Congress, Water and Wastewater policy, training conferences, agency program reviews, and other agencies within USDA.
	Final Disposition Temporary
	Item Status Active

tages in a disa filina independentia.

the state and the state of the

١. Ϊ. :

ţ

	•
Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the FY
Transfer to Inactive Storage	Transfer to the FRC 2 years after Cutoff
Retention Period	Destroy 7 year(s) after Cutoff
Additional Information	
GAO Approval	Not Required
1700.29.3 Field Office - Acti	ve Files 1. General Correspondence
Disposition Authority Number	DAA-0572-2017-0005-0003
and servicing. Borrower files	d Wastewater borrower for loan and grant processing are maintained in the Area Office until the loan has t funds have been completely disbursed.
Final Disposition	Temporary
Item Status.	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-	Yes
mail and word processing?	
Do any of the records covered by this item exist as structured electronic data?	Yës
Disposition Instruction	
Cutoff Instruction	Cutoff when loan is paid in full OR the grant is completely disbursed
Retention Period	Destroy 7 year(s) after Cutoff
Additional Information	n an
GAO Approval	Not Required
1700.29.3 Field Office - Acti	ve Files 2. Contracts
Disposition Authority Number	DAA-0572-2017-0005-0004

1 gen

1

3

4

24 ų,

	-	and servicing. Borrower files	d Wastewater borrower for loan and grant p are maintained in the Area Office until the lo funds have been completely disbursed	-
•		Final Disposition	Temporary	
		Item Status	Active	
		Is this item media neutral?	Yes	
		Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes	
	· . · .	Do any of the records covered by this item exist as structured electronic data?	Yes	, ,
	• . • .	Disposition Instruction		
e	, } t	Cutoff Instruction	Cutoff when the loan is paid in full OR the completely disbursed	grant is
	;	Transfer to Inactive Storage	Transfer to the FRC 1 year after the loan is full OR the grant is completely disbursed	s paid in
r) L 1	Retention Period	Destroy 10 year(s) after Cutoff	
	•	Additional Information	e e dona : No ref	,
	2 1 1	GAO Approval	Not Required	
5		1700.29.3 Field Office – Acti	ve Files 3. Loan Legal Documents	
		Disposition Authority Number	DAA-0572-2017-0005-0005	•
<i></i>		and servicing. Borrower files	d Wastewater borrower for loan and grant p are maintained in the Area Office until the lo t funds have been completely disbursed.	-
		Final Disposition	Temporary	
		Item Status	Active	
	F	Is this item media neutral?	Yes an and the second s	•
		Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes have the back of the back	
		Do any of the records covered by this item exist as structured electronic data?	Yes the constant of the	·
	,	Disposition Instruction	$ \begin{array}{c} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{j=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n$	· ,
I		1	e ji far Ellaciaa ve jir Gub, famile j	,
Electror	ic Records Archi	ves F		ed on: 01/17/2018
		and the second provides the second	e finalena en statue de compositiones	.!

A E

•••

190, MA 194

 σ_{i}^{0}

Might Mill Parks

ĩ

6

7

Cutoff Instruction	Cut off when the loan is paid in full
Retention Period	Return to the Borrower after the loan is paid in full
Additional Information	
GAO Approval	Not Required
1774 Field Office – Section General Correspondence	306C Water and Waste Disposal (WWD) Loans 1.
Disposition Authority Number	DAA-0572-2017-0005-0006
• • •	n is to provide water and waste disposal facilities and al communities whose residents face significant health
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff when the loan is paid in full.
Retention Period	Destroy 7 year(s) after Cutoff
Additional Information	
GAO Approval	Not Required
1774 Field Office – Section	306C Water and Waste Disposal (WWD) Loans.
Disposition Authority Number	DAA-0572-2017-0005-0007
	m is to provide water and waste disposal facilities and al communities whose residents face significant health
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	Yes

4 11 1

. :

· 1: *

::

: , 1

electronic format(s) other than email and word processing?

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction

Transfer to Inactive Storage

Retention Period

Transfer to the FRC 1 year after Cutoff Destroy 10 year(s) after Cutoff

Cutoff when the loan is paid in full

Additional Information

GAO Approval

8

Not Required

1774 Field Office – Section 306C Water and Waste Disposal (WWD) Loans and Loan Legal Documents

Disposition Authority Number

DAA-0572-2017-0005-0008

The objective of this program is to provide water and waste disposal facilities and services to low income Rural communities whose residents face significant health risks.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff when the loan is paid in full
Retention Period	Return to the Borrower after the loan is paid in full
· · · · ·	

HERE SERVICES HERE AND A

GAO Approval

1775 National Office - National Rural Water Circuit Rider Contract

Not Required

Disposition Authority Number

Additional Information

DAA-0572-2017-0005-0009

Rural Water (RW) Circuit Rider provides on-site technical assistance to help assure cost-effective operation of rural water systems. RW Circuit Rider assistance

Electronic Records Archives

is provided at no charge and may be requested by officials of rural water systems or by Rural Development Personnel.

Ϋ.

1.1.63

or by Rural Development Fei	SUITICI.
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the FY
Transfer to Inactive Storage	Transfer to the FRC 1 year after Cutoff
Retention Period	Destroy 7 year(s) after Cutoff
Additional Information	
GAO Approval	Not' Required
1775 National Office – Rural	Community Assistance Program
Disposition Authority Number	DAA-0572-2017-0005-0010
people improve the quality of partners help to connect com Communities, with the resour and to meet the requirements information on what resource	nmunity Assistance Program (RCAP) is to help rural life in their communities. RCAP and its regional munities, as well as Native American and Tribal rces they need to obtain the quality of life they want s of Federal Laws and regulations. RCAP offers are available and how other communities have AP provides hands-on technical assistance to rural meet their needs
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes: A long to the long to the
Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

111 12

Page 8 of 12

'n

PDF Created on: 01/17/2018

10

Electronic Records Archives

11

Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the FY
Fransfer to Inactive Storage	Transfer to the FRC 1 year after Cutoff
Retention Period	Destroy 7 year(s) after Cutoff
Additional Information	
GAO Approval	Not Required
779 Field Office – Water an Correspondence	d Waste Program Guaranteed Loans 1. General
Disposition Authority Number	DAA-0572-2017-0005-0011
• • •	aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas
Final Disposition	Temporary
tem Status	Active
s this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-	Yes
mail and word processing? Do any of the records covered	Yes
by this item exist as structured electronic data?	
	and the second
Disposition Instruction	(b) Although the second state of the second
•	Cutoff when paid in full
Disposition Instruction Cutoff Instruction Retention Period	Cutoff when paid in full Destroy 7 year(s) after year after Cutoff
Cutoff Instruction Retention Period	Cutoff when paid in full
Cutoff Instruction Retention Period Additional Information	Cutoff when paid in full Destroy 7 year(s) after year after Cutoff
Cutoff Instruction Retention Period Additional Information GAO Approval	Destroy 7 year(s) after year after Cutoff NORAL CHARGE CHARGE
Cutoff Instruction Retention Period Additional Information GAO Approval 1779 Field Office – Water an	Cutoff when paid in full Destroy 7 year(s) after year after Cutoff Halls of the state of the sta
Cutoff Instruction Retention Period Additional Information GAO Approval 1779 Field Office – Water an Disposition Authority Number The purpose of the WWP gu for the construction or improv	Cutoff when paid in full Destroy 7 year(s) after year after Cutoff Not Required Not Required DAA-0572-2017-0005-0012 aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the
Cutoff Instruction Retention Period Additional Information GAO Approval 1779 Field Office – Water an Disposition Authority Number The purpose of the WWP gu	Cutoff when paid in full Destroy 7 year(s) after year after Cutoff Not Required Not Required DAA-0572-2017-0005-0012 aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff when paid in full
Transfer to Inactive Storage	Transfer to the FRC 1 year after Cutoff
Retention Period	Destroy 10 year(s) after Cutoff
Additional Information	· · ·
GAO Approval	Not Required
	nd Waste Program Guaranteed Loans 3. Loan Legal
Documents	
Disposition Authority Number	DAA-0572-2017-0005-0013
Disposition Authority Number The purpose of the WWP gu	uaranteed loan program is to provide a loan guarantee vement of water and waste projects serving the
Disposition Authority Number The purpose of the WWP gu for the construction or impro	uaranteed loan program is to provide a loan guarantee vement of water and waste projects serving the
Disposition Authority Number The purpose of the WWP gu for the construction or impro financially needy communitie	uaranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas.
Disposition Authority Number The purpose of the WWP gu for the construction or impro financially needy communitie Final Disposition	uaranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary
Disposition Authority Number The purpose of the WWP gu for the construction or impro financially needy communitie Final Disposition Item Status	uaranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary Active
Disposition Authority Number The purpose of the WWP gu for the construction or impro financially needy communitie Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary Active Yes Yes
Disposition Authority Number The purpose of the WWP gu for the construction or impro financially needy communitie Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data?	aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary Active Yes Yes
Disposition Authority Number The purpose of the WWP gu for the construction or impro- financially needy communities Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? Disposition Instruction	aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary Active Yes Yes Yes
Disposition Authority Number The purpose of the WWP gu for the construction or impro- financially needy communities Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? Disposition Instruction Cutoff Instruction	aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary Active Yes Yes Yes Cutoff when paid in full
Disposition Authority Number The purpose of the WWP gu for the construction or impro- financially needy communities Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? Disposition Instruction	aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary Active Yes Yes Yes Cutoff when paid in full Return to Borrower when paid in full
Disposition Authority Number The purpose of the WWP gu for the construction or impro- financially needy communities Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? Disposition Instruction Cutoff Instruction	aranteed loan program is to provide a loan guarantee vement of water and waste projects serving the es in rural areas. Temporary Active Yes Yes Yes Cutoff when paid in full

 1.14^{11}

13

` **;** .

4.) -

) Records

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.

10

Signatory Information

Date	Action	By _	Title	Organization
06/14/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
08/25/2017	Return for Revisio n	John Hulmston	Senior Records Ana lyst	National Archives and Records Administration - ACRA
09/29/2017	Submit For Certific ation	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
11/13/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
01/03/2018	Submit for Concur rence	John Hulmston	Senior Records Ana lyst	National Archives and Records Administration - ACRA
01/05/2018	Concur	Margaret Hawkins	Director of Records Management Servic	National Records Management Program - ACNR Records Management Serivces
01/05/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
01/11/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist
			Barren 12 hr	
				andra Standard Reissing Standard Reissing Reissing
Electronic Records A	Archives	Page 11 of	<u>1. 302.0000000000000000000000000000000000</u>	
		-0	1. :	en med ben hannen. Genomen ben hannen stat

1 33

10