

Request for Records Disposition Authority

Records Schedule Number DAA-0572-2017-0007
Schedule Status Modified Approved Version

Agency or Establishment Rural Development
Record Group / Scheduling Group Records of USDA Rural Development Programs
Records Schedule applies to Major Subdivision
Major Subdivision Rural Housing
Minor Subdivision Multi-Family Housing Program
Schedule Subject Multi-Family Housing Records
Internal agency concurrences will be provided No

Background Information We provide affordable multi-family rental housing in rural areas by financing projects geared for low-income, elderly and disabled individuals and families as well as domestic farm laborers. We extend our reach by guaranteeing loans for affordable rental housing designed for low to moderate-income residents in rural areas and towns.

We preserve our portfolio of some 14,000 properties by aggressively restructuring loans for existing rural rental housing and off-farm labor housing projects to allow for sufficient reserves to meet major repairs and improvements over the lifetime of the property. On a yearly basis we provide grants to sponsoring organizations to repair or rehabilitate housing for needy families. We also subsidize rents for low-income tenants in our projects who cannot afford to pay their full rent.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0572-2017-0007

Sequence Number	
1	General Files Disposition Authority Number: DAA-0572-2017-0007-0001
2	Field Activity Reports Disposition Authority Number: DAA-0572-2017-0007-0002
3	Routine Studies and Projects Disposition Authority Number: DAA-0572-2017-0007-0003
4	Loan Applications - Rejected, withdrawn, canceled, or expired Disposition Authority Number: DAA-0572-2017-0007-0004
5	Loss to the Government Disposition Authority Number: DAA-0572-2017-0007-0005
6	Loan Docket File Disposition Authority Number: DAA-0572-2017-0007-0006
7	Official Borrower's Case File Disposition Authority Number: DAA-0572-2017-0007-0007

Records Schedule Items

Sequence Number	
1	<p>General Files</p> <p>Disposition Authority Number DAA-0572-2017-0007-0001</p> <p>Correspondence files maintained by the Rural development (RD) Multi-Family Housing Program, not cover elsewhere in this schedule</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at the end of the Fiscal Year</p> <p>Retention Period Destroy 7 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Field Activity Reports</p> <p>Disposition Authority Number DAA-0572-2017-0007-0002</p> <p>Material relating to visits/reviews/meetings/evaluations of field offices, applicants/borrowers/partnerships/special interest groups, etc. Filed by state and or employee</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at the end of the Fiscal Year</p> <p>Retention Period Destroy 7 year(s) after Cutoff</p>

3	Additional Information	
	GAO Approval	Not Required
	Routine Studies and Projects	
	Disposition Authority Number	DAA-0572-2017-0007-0003
	Documents and correspondence relating to routine projects and studies both internal and external to the Multi-Family Program	
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when project or study has been completed and closed
	Transfer to Inactive Storage	Transfer paper records to the FRC 3 years after Cutoff
	Retention Period	Destroy 7 year(s) after Cutoff or when no longer needed for agency business
	Additional Information	
4	GAO Approval	Not Required
	Loan Applications - Rejected, withdrawn, canceled, or expired	
	Disposition Authority Number	DAA-0572-2017-0007-0004
	Loan applications that have been rejected, withdrawn, canceled, or have expired	
	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?	No
	GRS or Superseded Authority Citation	NC1-96-74-01 / 2033.10/ B/ 4/ III
	Disposition Instruction	

5	Cutoff Instruction	Cutoff files when final determination has been made
	Transfer to Inactive Storage	Transfer paper records to the FRC in groups 1 year after Cutoff
	Retention Period	Destroy 7 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Loss to the Government	
	Disposition Authority Number	DAA-0572-2017-0007-0005
	Borrower (case file) in which	has caused a financial loss to the Government
	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?	No
	GRS or Superseded Authority Citation	NC1-96-74-01 / 2033.10/ B/ 4/ II
	Disposition Instruction	
6	Cutoff Instruction	Cutoff files when the borrower case file, resulting in the financial loss, has been closed
	Transfer to Inactive Storage	Transfer paper records to the FRC 1 year after Cutoff
	Retention Period	Destroy 7 year(s) after the end of the Fiscal Year in which the case file was Cutoff
	Additional Information	
	GAO Approval	Not Required
	Loan Docket File	
	Disposition Authority Number	DAA-0572-2017-0007-0006
	Original basic documents of all loans for a borrower, clearinghouse comments; environmental assessments; letter of conditions; letter of intent to meet conditions; any agreement for services such as engineering, architectural, legal, accounting, auditing, maintenance, management, plant operations; construction contract and bidding documents; evidence of compliance with any required State and local laws or regulations; all legal documents; evidence of the organization; balance sheet; operating budget; all other required forms needed for a completed loan docket.	
	Final Disposition	Temporary

7	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when paid in full or rescinded
	Transfer to Inactive Storage	Transfer paper records to the FRC 2 years after Cutoff
	Retention Period	Destroy 10 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Official Borrower's Case File	
	Disposition Authority Number	DAA-0572-2017-0007-0007
	Official Borrower Case file includes all records of transactions and correspondence with an individual borrower regardless of their form or organizational location within the agency.	
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when paid in full or rescinded
	Retention Period	Return to Borrower original files when loan is repaid or rescinded. Destroy all extra copies 3 years after cutoff.
	Additional Information	
	GAO Approval	Not Required

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
06/14/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
08/25/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
09/14/2017	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
09/14/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
09/28/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
09/29/2017	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
09/29/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
10/13/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
10/18/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
10/18/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
11/16/2017	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities

11/16/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
03/26/2018	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/09/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/11/2018	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/16/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
04/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist