REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER ᴐ1-572-06-1

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 11-4-2005

1. FROM (Agency or establishment)
United States Department of Agriculture
Rural Development
Operations and Management
SSD STOP 0742
1400 Independence Ave., SW
Washington, DC 20250-0742

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

2. MAJOR SUBDIVISION
Rural Housing

3. MINOR SUBDIVISION
Multi-Family Integrated System (MFIS)

4. NAME OF PERSON WITH WHOM TO CONFER
Andrea R. Jenkins
Andrea.Jenkins@wdc.usda.gov

5. TELEPHONE NUMBER
202 692-0029

DATE 7/24/07

ARCHIVIST OF THE UNITED STATES Allen Weinstein

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 needed now for the business for 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 ./04/05

SIGNATURE OF AGENCY REPRESENTATIVE Andrea R Jenkins

TITLE Rural Development Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	U.S. Department of Agriculture Rural Development Record Group 445 Multi-Family Integrated System - MFIS (see attached).		

ld 7/30/07 copies sent to Agey, NWMD, NWME, NWMcy NR

The Multi-Family Information System

The Multi-Family Information System (MFIS), or the Multi-Family Integrated System, assists HCFP staff in administering the Multi-Family Housing (MFH) program, which provides direct and guaranteed loans and grants to finance rental and cooperatively owned housing for very low-, low-, and moderate-income households and to finance the construction of farm labor housing. The program also provides rental assistance to qualified tenants. MFIS is an online transaction entry and inquiry support system that provides monitoring, scheduling, and analytical tools to manage and supervise loans, grants, and subsidies. It monitors compliance with the rules and regulations protecting the value of MFH projects in order to ensure safe, sanitary, and affordable housing for the rural poor. MFIS enables online inquiry and transaction input, tenant and budget processing, supervisory activity and findings updates, project detail and unit tracking, customer management, rent scheduling, tracked accounts, program reporting, and project payment collection.

MFIS:

- Tracks borrower, management agent, and tenant information
- Schedules visits, analyzes property performance and compliance with regulations, creates reports, and provides support for other monitoring activities
- Calculates rent levels and subsidies from the financial information it tracks.

MFIS customers include:

- The borrower who owns the property and is responsible for the loan
- The management agent who is hired by the borrower to manage the property; the borrower and management agent may be the same
- The tenants who occupy the units.

Borrowers or agents submit tenant information to MFIS through MINC, or the Management Interactive Network Connection, a secure, web-based application. Borrowers or agents for small properties with less than eight units are not required to use MINC, but instead may contract with a service bureau to submit tenant information electronically for them. From this information, MFIS calculates rent subsidies for the tenants who qualify, and generates a rent roll for each property with the amount owed by each tenant. These subsidies are subtracted from the borrower's monthly mortgage payment.

Tenant information includes income, other unit occupants, their age, race and ethnicity, expenses, and the rent charged for the unit. Borrower and property information is also entered electronically by the state, area, and local offices which monitor the properties and conduct the inspections. This information is maintained in these servicing offices in hard-copy case files, which include the borrower's application, construction documents, engineering drawings, plans, market studies, and such reports as annual inspection reports, environmental reports, triennial reviews, and Civil Rights reports.

Financial information, such as loan balances, payments, subsidies, and tenant/property summaries, is maintained in the Automated Multi-Family Accounting System (AMAS), which is the official accounting system where loans are obligated and closed and all payments tracked, and which contains the entire history of the loan. AMAS provides account status, account number, names and addresses of borrowers, and other data on borrowers and projects to MFIS.

To assist RD staff in monitoring and administering the program, MFIS provides extensive reporting capability, including borrower, financials, findings, management agent, project, project summary, tenant, and tracking reports. It is also used to supply statistical data for analysis and identification of trends through the Fair Housing Occupancy Report.

Item 1: Inputs including tenant status information from MINC or service bureaus, account status data and other borrower information from AMAS, and information on borrowers, agents, and properties.

Disposition: Temporary. Delete after information has been entered and verified as accurate.

~~**Item 2: Master Files**~~

~~a.~~   ~~**Tenant Information** including household information, certification dates, name, SSN, race, age, gender, ethnicity, classification, data source, assets, annual income, annual adjustments, rental assistance provided.~~

   ~~**Disposition:** Transfer to offline storage at the RD data warehouse 3 years after last activity.~~

~~b.~~   ~~**All other information** maintained on borrowers, management agents, and projects, including:~~

   ~~• Borrower Information: name, tax ID, address, contact information~~
   ~~• Management Agent Information: name, tax ID, address, contact information, fee structures~~
   ~~• Service Bureau Information: name, tax ID, address, contact information~~
   ~~• MFH Project Information: name, address(s), contact information, fund code, int. credit plan code, rental code, profit type, operation date, RUP expiration date, tax credit expiration date, total number units, total revenue units, total Section 8 units, rental assistance agreements, payment amount, payment status, FY cycle, insurance policies, financial statements, documents filed with USDA, documents requested by USDA, rents, unit size, unit revenue status, unit habitability, non-compliance issues, financial budgetary documents~~
   ~~• Information on changes that have been made to the system.~~

   ~~**Disposition:** Cut off at the end of the year in which the loan is repaid or restrictions have expired. Transfer to offline storage at the RD data warehouse 3 years after cutoff.~~

Item 3: Outputs including reports on borrowers, financial, findings, management, project, project summary, tenant, tracking, occupancy statistics, project classification reports, monthly and quarterly reports, semi-annual reports on accomplishment of servicing goals by state, and other reports and screens used to monitor and manage the Multi-Family Housing program.

Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff.

Item 4: Documentation including user manuals, data dictionary, training manuals, handbooks, and other vendor-supplied documentation.

Disposition: Temporary. Destroy/delete when superseded or obsolete.