

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1. FROM (Agency or establishment) Department of Housing & Urban Development 2. MAJOR SUBDIVISION Office of Public and Indian Housing, (PIH) 3. MINOR SUBDIVISION		JOB NUMBER N1-207-07-2	
		DATE RECEIVED 5/11/2007	
		NOTIFICATION TO AGENCY	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Pauline Grant, Mgmt. Analyst (202) 708-0614 x 7297 Iris Kerns, RML0, PIH (202) 708-0614 x 4126		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. DATE 5/19/08 ARCHIVIST OF THE UNITED STATES <i>Allen Weinst</i>	

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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 5/7/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline Grant</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	RECORDS DISPOSITION SCHEDULE 35 OFFICE OF PUBLIC AND INDIAN HOUSING The Department of Housing and Urban Development, (HUD) is updating the records of Schedule 35, Public and Indian Housing (PIH). The proposed updated items will provide descriptions and dispositions for Schedule 35, PIH Program Records. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required. See the attached Descriptions and Disposition Instructions for the Office of Public and Indian Housing (PIH) program records for your approval.	<i>C. Jones for I. Kerns</i> Office of Public & Indian Housing, (PIH) <i>Wanda</i> Office of General Counsel, (OGC) <i>[Signature]</i> Office of Inspector General, (OIG)	 4-27-07 4-26-2007 4/20/07

**2225.6 REV-1 CHG-
APPENDIX 35**

RECORDS DISPOSITION SCHEDULE 35

OFFICE OF PUBLIC AND INDIAN HOUSING: PROGRAM RECORDS

This schedule provides disposition instructions for HUD records accumulating under the U.S. Housing Act of 1937 (42 U.S.C. 1401 et seq.) as amended and 24 CFR 275. This schedule covers the following offices: Grants Management Center, Office of Native American Programs, and Real Estate and Assessment Center (REAC).

Records created and maintained under the Indian Housing program for 1937 Act programs are the same as those created and maintained under the Public Housing program. Therefore, wherever the term "public housing agency" appears in this schedule, it includes tribes and tribally designated housing entities operating 1937 Act programs. Disposition Records for the Loan Guarantee Programs (Section 184 and Title VI) authorized under the Native American Housing Assistance and Self-Determination Act, as amended (NAHASDA) are listed below as well as general disposition requirements for Native American Programs. For the Indian Housing Block Grant Programs authorized under NAHASDA and Indian Community Development Block Grant Programs authorized under the Housing and Community Act 1974, as amended, please see Records Disposition Schedule 8.

This schedule covers both Headquarters and Field records related to the programs listed above wherever they are maintained except for related records maintained by the Headquarters Office of Finance and Accounting.

Item No.	Description of Records	Disposition
<u>Grants Management Center</u>		
1	Correspondence Files (media neutral). Incoming and outgoing correspondence documenting routine grant program application activities.	Temporary. Cut off at end of fiscal year. Destroy 3 years after cut off (NARA Job Number N1-207-07-2, item 1.

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OFFICE OF PUBLIC AND INDIAN HOUSING: PROGRAM RECORDS

Item No.	Description of Records	Disposition
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OFFICE OF NATIVE AMERICAN PROGRAMS

2. Loan Guarantee – NAHASDA /IHBG – Title VI

This program authorizes HUD to guarantee financial obligations issued by Indian Tribes or tribally designated housing entities (TDHEs) to pay for eligible affordable housing activities under the Indian Housing Block Grant program (IHBG).

The Section 184 Native American Guaranteed Loan – (ONAP)

The Indian Home Loan Guarantee Program (Section 184) gives Native Americans access to sources of private mortgage financing by providing loan guarantees to lenders. Section 184 covers one- to four-family homes located in Indian or Alaska Native areas where land may be held in trust by the U S Government for the benefit of a particular tribe or individual. The loans may be used for construction, acquisition, or rehabilitation of homes. This program began in 1997 and is currently active and still receiving funding

- a. Not Guaranteed : Loan Package &
Correspondence (media neutral).

Temporary. Cut off at end of fiscal year in which application is rejected. Transfer to Records Center 1 year after cutoff. Destroy 7 years after cut off. (NARA Job Number N1-207-07-2, item 2. a.)

- b. Guaranteed: Loan Package &
Correspondence (media neutral).

Temporary. Cut off at end of fiscal year in which Guarantee goes into effect. Transfer to Records Center 1 year after cutoff. Destroy 36 years after cutoff. (NARA Job Number N1-207-07-2, item 2.b.)

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RECORDS DISPOSITION SCHEDULE 35

OFFICE OF PUBLIC AND INDIAN HOUSING: PROGRAM RECORDS

Item No.	Description of Records	Disposition
3	Outreach Publications a. Promotional Records (media neutral). Publications or promotional items providing routine information about ONAP program activities	Temporary. Destroy when obsolete, superseded, or no longer needed. (NARA Job Number N1-207-07-2, item 3.a)
4	Property Inspection Appeal Case Files (media neutral). Case files documenting requests for Technical Review (TR) or Database Adjustment (DBA) of a Real Estate Assessment Center (REAC) Physical Property Inspection Score. Records include property identification and location information, inspection reports, and documentation	Temporary. Cut off at end of fiscal year in which case is closed. Transfer to Federal Records Center 5 years after cut off. Destroy 10 years after cut off. (NARA Job Number N1-207-07-2, item 4.)