

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Housing and Urban Development

2. MAJOR SUBDIVISION  
Community Planning and Development (CPD)

3. MINOR SUBDIVISION  
Data Systems and Statistics Division (DCS)

4. NAME OF PERSON WITH WHOM TO CONFER  
Steve Haley  
William Smith

5. TELEPHONE  
(202) 708-9724  
(202) 708-1444

## LEAVE BLANK (NARA use only)

JOB NUMBER

11-207-96-6

DATE RECEIVED

12-11-95

## 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

12-5-96

*John W. Paul*

## 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 5 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,

☒ is not required;

☐ is attached; or

☐ has been requested.

DATE

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

11-14-95

*Joyce C. Hamm*  
Joyce C. Hamm

Chief, Records and Directives Branch

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SUPERSEDED  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 69  
Community Planning and Development Grant Records

The Department of Housing and Urban Development (HUD) is proposing to add item number 9 to HUD Records Disposition Schedule 69, "Community Planning and Development Grant Records."

This proposed addition will provide records disposition standards for the Homeless Assistance Management Information System (HAMIS) - C38 System.

The C38 System is not a financial system. It is CPD's management support and information system for Homeless Programs. See the attached list of Records Descriptions and Requested Disposition Authorities.

Volume on Hand: less than 1 reel

Annual Accumulation: 1 reel

All changes to this proposed schedule have been approved by:

*Susan Elter*  
NARA appraiser

9/13/96  
date

*Joyce C. Hamm*  
Agency representative

9/10/96  
date

*Steve Haley*  
Steve Haley  
Data Systems and Statistics  
Division

*W. Joy Herndon* 10-26-95  
*Mary Dickens* 10-26-95  
Office of the General Counsel  
W. Joy Herndon  
Date

*Mary Dickens* 10-26-95  
Office of the Inspector General  
Mary Dickens  
Date

Records Disposition Schedule 69

Community Planning and Development Records

System Name: Homeless Assistance Management Information System  
(HAMIS)

System Code: C38

Description: The C38 System is a microcomputer system used to manage homeless assistance support systems which are comprised of application process systems, selection support systems and data downloaded from the Line of Credit Control System (LOCCS). Its master files are contained in its Application History System (AHS) and its Office of Special Needs Assistance Programs (SNAPS) Management Information System (SNAPS-MIS), a post selection system.

The C38 System receives and transmits information as support for CPD's Homeless Programs such as Emergency Shelter Grants Program (ESGP), Community Development Block Grant (CDBG) Homeless Assistance Programs, Surplus Property for Use to Assist the Homeless (Title V), Supplemental Assistance for Facilities to Assist the Homeless (SAFAH) Program, the Transitional and Permanent Housing Component of the Supportive Housing Demonstration Programs. The C38 System receives and transmits information which covers grant applications, grant awards, post approval monitoring and grantee performance reporting.

This system also provides support for other CPD activities pertaining to the homeless. Data are transmitted via magnetic media to the Interagency Council on the Homeless which is currently a working group for the White House Domestic Policy Council.

Records Disposition Schedule 69  
Community Planning and Development Records

System Name: Homeless Assistance Management Information System

System Code: C38

Item

<u>No.</u>	<u>Description of Records</u>	<u>Disposition</u>
9.	Homeless Assistance Management Information System (HAMIS) (C38).	
a.	Application History System (AHS). Consists of data used for responses to ad hoc queries from the public, Congress and analyses for CPD management.	
(1)	AHS Data. Data is maintained in 19 separate tables.	
(a)	1987-1993.	PERMANENT. Transfer 1 ASCII copy of data for each table to the National Archives (NA) upon schedule approval.
(b)	1993 forward.	PERMANENT. Transfer 1 ASCII copy to NA every 5 years or before the system becomes inactive, is replaced, suspended, or deleted whichever is sooner.
(2)	System documentation. Consists of data elements dictionary, record layouts, source codes, user's manual and related documentation.	PERMANENT. Transfer to NA with the related data.
(3)	AHS Output Reports.	Destroy when superseded or when no longer needed.

**Records Disposition Schedule 69**

**Community Planning and Development Records**

**System Name: Homeless Assistance Management Information System**

**System Code: C38**

<b><u>Item No.</u></b>	<b><u>Description of Records</u></b>	<b><u>Disposition</u></b>
b.	SNAPS Management Information System (SNAPS MIS). Consists of data which form the basis of a post selection support system. The data in this system partially duplicate data in the AHS.	
(1)	SNAPS MIS Data.	Delete when superseded or no longer needed.
(2)	System Documentation for SNAPS MIS.	Delete when superseded or no longer needed.
(3)	SNAPS MIS Output Reports.	Delete when superseded or no longer needed.

Records Disposition Schedule 69

Community Planning and Development Records

System Name: Homeless Assistance Management Information System

System Code: C38

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
c.	Application Tracking System (ATS). Consists of temporary data used to process applications for assistance. Selected data copied to AHS before deletion.	
(1)	ATS Data.	Delete after copies made to AHS have been verified.
(2)	System Documentation for ATS.	Delete when superseded or no longer needed.
(3)	ATS Output Reports.	Delete when superseded or no longer needed.