

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Revised 7/7/81 17 14

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT) **Department of Housing
and Urban Development**
2 MAJOR SUBDIVISION **Assistant Secretary for Housing-
Federal Housing Commissioner**
3 MINOR SUBDIVISION **Deputy Assistant Secretary for
Public Housing and Indian Programs**
4 NAME OF PERSON WITH WHOM TO CONFER **Carol L. Hutzell**
5. TEL EXT **755-5200**

LEAVE BLANK	
JOB NO:	NCI-207-79-12
DATE RECEIVED	23 JUL 1979
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	4-9-80 <i>James E. O'Neil</i> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 28 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C DATE 7/23/79	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert A. Devlin</i>	E TITLE Departmental Records Management Officer
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO
		10. ACTION TAKEN

RECORDS DISPOSITION SCHEDULE 35

**LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE 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. It includes the Section 8 Housing Assistance Payments (HAP), Section 23, Conventional, Turnkey, Acquisition, Modernization and Indian Housing programs. These programs provide assistance to low-income families in the form of direct payments for the cost of building, operating and/or modernizing rental housing for low-income families (Public Housing) and housing assistance payments to reduce rents in housing built with private, public or FHA-insured financing or leased from private owners (Section 8 Lower-Income Housing Assistance).

Records created and maintained under the Indian Housing program 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 Indian housing agencies.

108 items

*Agency copy sent 4-17-80
Copy to NNT NAV NNF
Closed 4-24-80 NNR All FCB*

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	<p>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.</p> <p>A. <u>SUMMARY OF HUD/PHA SCHEDULES, NARS JOBS AND RETENTION PLANS SUPERSEDED BY THIS SCHEDULE.</u> This is a summary of HUD/PHA records disposition schedules, NARS Jobs and Retention Plans superseded by this schedule. Sections B through F below give more detailed information on the supersedure.</p> <ol style="list-style-type: none"> 1. This Schedule supersedes HUD Records Disposition Schedules 35 and 39 through 48. 2. This schedule supersedes former PHA Records Disposition Schedules 2660 through 2666, 2669 through 2677, 2680 and 2681. 3. This schedule supersedes the following NARS Jobs: <p>344-S111, Approved 5-5-44 346-S191, Approved 1-3-46 348-S67, Approved 12-16-47 348-S132, Approved 2-17-48 348-S163, Approved 3-22-48 348-S168, Approved 4-15-48 348-S174, Approved 4-15-48 351-S368, Approved 7-19-51 352-S83, Approved 10-15-51 352-S345, Approved 4-7-52 II-NNA-557, Approved 6-17-53 II-NNA-922, Approved 4-15-54 II-NNA-923, Approved 4-2-54 II-NNA-924, Approved 4-15-54 II-NNA-926, Approved 4-15-54 II-NNA-983, Approved 5-26-54 II-NNA-992, Approved 7-8-54 II-NNA-1499, Approved 3-10-55 II-NNA-1959, Approved 3-6-56 II-NNA-2151, Approved 7-9-56 II-NNA-2456, Approved 6-25-57 II-NNA-2457, Approved 6-25-57 II-NNA-2496, Approved 6-25-57 II-NNA-3051, Approved 8-10-59 II-NNA-3121, Approved 1-18-60 II-NNA-3242, Approved 6-2-60 II-NN-3393, Approved 3-2-61</p>		

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II-NN-3513, Approved 2-21-62
 II-NN-3612, Approved 2-21-62
 NN-162-24, Approved 3-26-62
 NN-170-17, Approved 6-12-70

4. This schedule also supersedes the Records Retention Plan for the Central Office Housing Assistance Administration (formerly Public Housing Administration), HUD, both Part I (dated November 15, 1963) and Part II (dated May 15, 1967).

- B. CONVERSION TABLE. This new schedule consolidates 11 existing HUD records disposition schedules as well as including records never before scheduled. For each item of this new schedule, the following table gives the corresponding existing HUD records disposition schedules and items being superseded with the related NARS jobs and item numbers.

PROPOSED SCHEDULE 35	SUPERSEDED HUD SCHEDULES		SUPERSEDED NARS JOBS	
ITEM NUMBER	SCHEDULE NUMBER	ITEM NUMBER	JOB NUMBER	ITEM NUMBER
1	35	1	II-NNA-3051	1
2	35	2	II-NNA-3051	2
3	43	20	II-NN-3612	6
4	35	3	II-NNA-3051	3
5	35	3	II-NNA-3051	3
	47	4	II-NNA-3242	4
6	43	3	II-NN-3612	7
			II-NNA-992	3
7	35	5	II-NNA-3051	5
	47	2	II-NNA-3242	2
8	35	22	II-NN-3612	18
	43	11	II-NN-3612	18
	43	19	II-NN-3612	5
	43	33	II-NN-3612	18
	44	3	II-NN-3393	3
	44	8	II-NN-3393	8
	46	9	II-NN-3513	9
9	35	23	II-NN-3513	6
	46	6	II-NN-3513	6
10	43	1	II-NNA-992	1
11	35	26	II-NN-3612	17
	35	27	II-NNA-3051	27
	35	32	II-NNA-3051	32

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PROPOSED SCHEDULE 35	SUPERSEDED HUD SCHEDULES		SUPERSEDED NARS JOBS	
ITEM NUMBER	SCHEDULE NUMBER	ITEM NUMBER	JOB NUMBER	ITEM NUMBER
11 (Cont.)	43	12	II-NN-3612	17
	43	13	II-NNA-3051	27
	43	14	II-NNA-3051	32
	43	17	II-NN-3612	2
	43	22	II-NN-3612	11
	43	34	II-NN-3612	17
	44	11	II-NN-3393	11
	46	4	II-NN-3513	4
12	43	21	II-NN-3612	10
13	35	4	II-NNA-3051	4
14	35	8	II-NNA-3051	8
15	35	34	II-NNA-3051	34
	35	35	II-NNA-3051	35
16	43	31	II-NN-3612	22
	44	10	II-NN-3393	10
	46	1	II-NN-3513	1
17	35	19	II-NNA-3051	19
	46	2	II-NN-3513	2
18	46	3	II-NN-3513	3
19	35	24	II-NNA-3051	24
	46	7	II-NN-3513	7
20	35	36	II-NNA-3051	36
21	35	37	II-NNA-3051	37
22	35	38	II-NNA-3051	38
23	43	23	II-NN-3612	12
24	35	29	II-NN-3612	16
	43	16	II-NN-3612	1
	43	27	II-NN-3612	16
25	35	7	II-NNA-3051	7
	35	18	II-NNA-3051	18
	39	7	II-NNA-926	3
26	35	13	NN-162-24	1,2
	39	6	II-NNA-926	4
	48	9	II-NNA-1499	7
27	39	4	II-NNA-926	2
28	40	8	II-NNA-924	7
29	35	9	II-NNA-3051	9

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)					9 SAMPLE OR JOB NO	10 ACTION TAKEN
	PROPOSED SCHEDULE 35	SUPERSEDED HUD SCHEDULES		SUPERSEDED NARS JOBS			
	ITEM NUMBER	SCHEDULE NUMBER	ITEM NUMBER	JOB NUMBER	ITEM NUMBER		
	29(Cont.)	35	10	II-NNA-3051	10		
		42	1	II-NNA-3051	9		
		42	2	II-NNA-3051	10		
		42	3	II-NNA-922	1		
30		35	12	II-NNA-3051	12		
		39	9	II-NNA-3051	12		
31		35	11	II-NNA-3051	11		
		35	16	II-NNA-3051	16		
		39	10	II-NNA-3051	11		
		40	10	II-NNA-924	9		
		41	10	II-NNA-3051	16		
32		35	15	II-NNA-3051	15		
		35	17	II-NNA-3051	17		
		41	1	II-NNA-923	1		
		41	9	II-NNA-3051	15		
33		35	14	II-NNA-3051	14		
		35	18	II-NNA-3051	18		
		41	1	II-NNA-923	1		
		41	8	II-NNA-3051	14		
		41	11	II-NNA-3051	14		
				348-S67	1		
		48	8	II-NNA-1499	6		
34		40	1	II-NNA-924	1		
35		40	3	II-NNA-924	3		
36		40	4	II-NNA-924	4		
37		40	5	II-NNA-924	5		
38		40	11	II-NNA-924	10		
39		40	9	II-NNA-924	8		
40		35	27	II-NNA-3051	27		
		43	13	II-NNA-3051	27		
		43	17	II-NN-3612	2		
		44	9	II-NN-3393	9		
		47	3	II-NN-3242	3		
		48	11	II-NNA-1499	9		
		48	13	II-NNA-1499	13		
		48	14	II-NNA-1499	14		
		48	16	II-NNA-1499	16		
		48	17	II-NNA-1499	17		
		48	18	II-NNA-1499	18		
41		NEW		NEW			
42		35	20	II-NN-3612	3		
		43	7	II-NN-3612	3		

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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)					9. SAMPLE OR JOB NO	10 ACTION TAKEN
	PROPOSED SCHEDULE 35	SUPERSEDED HUD SCHEDULES		SUPERSEDED NARS JOBS			
	ITEM NUMBER	SCHEDULE NUMBER	ITEM NUMBER	JOB NUMBER	ITEM NUMBER		
	42 (Cont.)	44	7	II-NN-3393	7		
	43	35	21	II-NN-3612	4		
		43	8	II-NN-3612	4		
		44	7	II-NN-3393	7		
44		43	4	II-NNA-983	1		
		43	17	II-NN-3612	2		
		43	32	II-NNA-983	1		
45		48	12	II-NNA-1499	12		
46		35	28	II-NN-3612	20		
		43	29	II-NN-3612	20		
		44	2	II-NN-3393	2		
		44	5	II-NN-3393	5		
47		44	12	II-NN-3393	12		
48		35	30	II-NN-3612	19		
		43	18	II-NNA-3121	1		
		43	28	II-NNA-3121	1		
		45	1	II-NN-3612	19		
49		35	31	II-NNA-3051	31		
		45	2	II-NNA-3121	2a		
		45	3	II-NNA-3121	2b		
50		43	17	II-NN-3612	2		
		45	4	II-NNA-3121	3		
51		45	5	II-NNA-3121	4		
		45	6	II-NNA-3121	5		
52		40	2	II-NNA-924	2		
		43	9	II-NN-3612	9		
53		40	6	II-NNA-924	5		
54		40	7	II-NNA-924	6		
55		43	5	II-NNA-983	2		
56		35	25	II-NNA-3051	25		
		43	10	II-NNA-3051	25		
57		46	8	II-NN-3513	8		
58		46	11	II-NN-3513	11		
59		46	10	II-NN-3513	10		
60-74		NEW		NEW			

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C. OTHER RELATED SCHEDULE AND JOB ITEMS SUPERSEDED BY HUD SCHEDULE 31. HUD Records Disposition Schedule 31 (NARS Job Number NN-166-75, approved 1-20-66) covers disposal of the records of several liquidated emergency programs. Schedule 31 did not specify the HUD or PHA schedule items which it superseded. For clarification, the following is a list of HUD and/or PHA schedule items and related NARS jobs superseded by Schedule 31:

SUPERSEDED HUD SCHEDULES		SUPERSEDED PHA SCHEDULES		SUPERSEDED NARS JOBS	
SCHED. NO.	ITEM NO.	SCHED. NO.	ITEM NO.	JOB NUMBER	ITEM NUMBER
None		2663	1-20	II-NNA-2457	1-20
			21-23	II-NNA-2151	1-3
None		2664	1-12	II-NNA-2456	1-12
None		2665	1-24	II-NNA-2496	1-24
None		2666	1	351-S368	1
None		2667	13	348-S174	1
			14,15	352-S83	1(1) &(2)
39	1-3	2669	1-3	II-NNA-926	1,5,6
41	2,3	2671	2,3	II-NNA-923	2,3
46	12	2677	12	II-NNA-1959	1
48	1-6	2681	1-6	II-NNA-1499	1, 3-5,
					10,11

D. OTHER RELATED SCHEDULE AND JOB ITEMS REPLACED BY GENERAL RECORDS SCHEDULES. The following HUD/PHA records disposition schedule items and NARS Job items cover record series also covered by the General Records Schedules. Therefore, these HUD/PHA schedule items and NARS job items are superseded. Use the General Records Schedules in their place.

SUPERSEDED HUD SCHEDULES		SUPERSEDED PHA SCHEDULES	
SCHED. NO.	ITEM NO.	SCHED. NO.	ITEM NO.
52660	ALL	2660	ALL
		2661	1-25
35	33	2662	33
39	5	2669	5
39	8	2669	8
40	12	2670	12
41	5	2671	5
41	6	2671	6

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SUPERSEDED HUD SCHEDULES		SUPERSEDED PHA SCHEDULES	
SCHED. NO.	ITEM NO.	SCHED. NO.	ITEM NO.
41	7	2671	7
42	4	2673	4
43	6	2674	6
43	25	2674	25
43	26	2674	26
44	4	2675	4
44	6	2675	6
44	13	2675	13
45	7	2676	7
46	5	2677	5
47	1	2680	1
47	5	2680	5
48	19	2681	19

SUPERSEDED NARS JOBS	
JOB NUMBER	ITEM NUMBER
344-S111	1-19
346-S191	1-7
348-S132	1-5
348-S163	1-7
348-S168	1-5
352-S345	1-33
II-NNA-922	2
II-NNA-923	5-7
II-NNA-924	11
II-NNA-926	7,8
II-NNA-983	3
II-NNA-992	4
II-NNA-1499	19
II-NNA-3051	33
II-NNA-3121	6
II-NNA-3242	1,5
II-NN-3393	4,6,13
II-NN-3513	5
II-NN-3612	14,15

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- E. HUD/PHA SCHEDULE ITEMS AND NARS JOB ITEMS COVERING DISCONTINUED RECORD SERIES AND BEING SUPERSEDED BY THIS SCHEDULE. The following table lists HUD and PHA records disposition schedule items and related NARS Job items which are superseded by this schedule because they cover records of a program which was liquidated or records which are no longer being created.

SUPERSEDED HUD SCHEDULES		SUPERSEDED PHA SCHEDULES		SUPERSEDED NARS JOBS	
SCHED. NO.	ITEM NO.	SCHED. NO.	ITEM NO.	JOB NUMBER	ITEM NUMBER
43	2	2674	2	II-NNA-992	2
35	6	2662	6	II-NNA-3051	6
35	39	2662	39	II-NN-3612	8,21
43	15	2674	15	II-NN-3612	8
43	30	2674	30	II-NN-3612	21
41	4	2671	4	II-NNA-923	4
44	1	2675	1	II-NN-3393	1
48	7	2681	7	II-NNA-1499	2
48	10	2681	10	II-NNA-1499	8
48	15	2681	15	II-NNA-1499	15
				II-NNA-557	1-17
				NN-170-17	1

- F. HUD/PHA SCHEDULE ITEMS AND NARS JOB ITEMS TO BE COVERED BY OTHER HUD RECORDS DISPOSITION SCHEDULES. The following HUD and PHA records disposition schedule items and related NARS Job items which cover Property Disposition records are superseded by this Schedule. All Property Disposition records will be covered by HUD Records Disposition Schedule 7, Property Disposition Records, which is being revised.

SUPERSEDED HUD SCHEDULES		SUPERSEDED PHA SCHEDULES		SUPERSEDED NARS JOBS	
SCHED. NO.	ITEM NO.	SCHED. NO.	ITEM NO.	JOB NUMBER	ITEM NUMBER
35	40	2662	40	II-NNA-3051	40
43	24	2674	24	II-NN-3612	13

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

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. It includes the Section 8 Housing Assistance Payments (HAP), Section 23, Conventional, Turnkey, Acquisition, Modernization and Indian Housing programs. These programs provide assistance to low-income families in the form of direct payments for the cost of building, operating and/or modernizing rental housing for low-income families (Public Housing) and housing assistance payments to reduce rents in housing built with private, public or FHA-insured financing or leased from private owners (Section 8 Lower-Income Housing Assistance).

Records created and maintained under the Indian Housing program 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 Indian housing agencies.

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.

NOTE: The Section 8 and Section 23 program files are covered by items 67 through 73 of this Schedule. All other program files are covered by items 1 through 66. Item 74 covers the ADP systems pertaining to all the programs.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
<u>Public Housing Program Reservation and Management</u>		
1.	Organization Transcript file. Contains the documents evidencing the creation of the public housing agency.	Destroy 6 years after termination and expiration of all contracts and obligations of HUD with the public housing agency.
2.	Nonrecord copies of Cooperation Agreement between the public housing agency and the local governing body	Destroy 6 years after termination and expiration of all

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(or taxing body) regarding tax exemption, payments in lieu of taxes, equivalent elimination of substandard dwellings (when required by statute), providing services to projects, and other forms of cooperation.	contracts and obligations of HUD with the public housing agency.
	(Note: The record copies are kept by the Office of Finance and Accounting. See HUD Schedule 12.)	
3.	Cooperation Agreement File. Contains documents on housing projects conveyed from War Housing use to low-income use, including indenture of lease, cooperation agreement between public housing agency (PHA) and the local governing body (taxing body), copy of transcript of PHA's proceedings containing resolution authorizing the indenture of lease, computation of effective tax rate, and related correspondence.	Destroy 5 years after termination of Annual Contributions Contract or Administration Contract.
4.	Notification of Housing Assistance Availability (NOHAA) or HUD advertisements and invitations.	Destroy 2 years after issuance.
5.	Public housing agency applications for Program Reservation of Low-Income Housing and for Preliminary Loan, supporting documents, Program Reservation, and related correspondence.	
	a. Approved applications.	Destroy 5 years after the Annual Contributions Contract is executed.
	b. Disapproved or withdrawn applications.	Place in inactive file upon disapproval or

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
		withdrawal. Retire to a Federal Records Center 1 year after disapproval or withdrawal or when volume warrants. Destroy 3 years after disapproval or withdrawal.
6.	Application File containing the application for conveyance of a permanent War Housing Project for low-income use, general certificate, extract of minutes of meeting of members of public housing agency and related correspondence.	Destroy 5 years after termination of Annual Contributions Contract or Administration Contract.
7.	Special housing surveys and census tabulations and related documents and correspondence.	Destroy when no longer needed for reference. <i>withdrawn</i>
8.	Management Policy File containing correspondence; public housing agency (PHA) management policies including occupancy, personnel and procurement policies; and copies of PHA resolutions establishing such policies.	Destroy 1 year after HUD management and occupancy audit of housing agency.
9.	Project insurance policies, fidelity bonds, and related correspondence.	
	a. Insurance policies and related correspondence.	Place in inactive file when policy expires and retire to a Federal Records Center 1 year thereafter. Destroy 6 years after policy expires.

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PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	b. Fidelity bonds and related correspondence.	Place in inactive file at end of bond premium period following termination and retire to a Federal Records Center 3 years thereafter. Destroy 6 years after termination of Bond.
10.	Subject File, consisting of correspondence and documents relating to the management of low-income housing projects.	
	a. Special cases involving unusual problems, special test programs or other novel arrangements.	Destroy when 5 years old or when no longer needed for reference or administrative purposes, whichever is later. Review annually.
	b. All other files.	Destroy when 3 years old.
11.	Management Review and Trip Reports. Files containing correspondence and documents relating to management audits and reports; annual status reports of management operations, trip reports, consolidated reviews of management operations, management check lists, and management reviews.	Destroy 1 year after HUD audit of public housing agency.
12.	Administration Contract File containing the Administration Contracts and amendments, copy of quitclaim deed,	Destroy 5 years after termination of Annual Contributions Contract or Administration Contract.

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PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	inventory report, extract of minutes of meeting of public housing agency authorizing the execution of deeds and other documents, copy of general certificate and general depositary agreement.	
	<u>Public Housing Finance and Budget</u>	
13.	Preliminary Loan Contract and documents required for advances of funds under the contract.	Retire to a Federal Records Center when contract is terminated and funds advanced under the contract have been repaid. Destroy 6 years after contract termination and repayment of funds.
14.	Nonrecord copies of Annual Contributions Contract including amendments, public housing agency authorizing resolutions, and other related documents and correspondence. (Note: The record copies are kept by the Office of Finance and Accounting. See HUD Schedule 12.)	Destroy 6 years after termination or expiration of the contract.
15.	Nonrecord copies of Lists of Preliminary Loan Contracts and Annual Contributions Contracts to be entered into by HUD and public housing agencies for Low-Rent Housing Projects. Includes project docket file copies kept by Field Offices.	Destroy when no longer needed for administrative purposes. Review annually.

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

Item No.	Description of Records	Disposition
	(Note: The record copies are kept by the Office of Finance and Accounting. See HUD Schedule 12.)	
16.	Administrative file containing copies of reports, surveys, and special studies relating to public housing agency budget preparation, budget review, reserve fund data, administrative loan data, management feasibility, accounting, and investments.	Break file at end of fiscal year and place in inactive file. Retire <i>inactive file</i> to Federal Records Center <i>when 3 years after files break old</i> . Destroy 10 years after fiscal year of the budget. <i>when 10 years old.</i>
17.	Operating budget documents and records relating to HUD review and approval, including workpapers and rough data, copies of consolidated budget analyses, budget approval sheets, budget revision approval, waivers, and related correspondence.	Break file at end of fiscal year and place in inactive file. Retire <i>inactive file</i> to a Federal Records Center <i>when 3 years after files break old.</i> Destroy 6 years after the fiscal year of the budget. <i>when 6 years old.</i>
18.	Financial reports consisting of statements of operating receipts and expenditures, supporting data and related correspondence.	Break file at end of fiscal year and place in inactive file. Retire <i>inactive file</i> to a Federal Records Center <i>when 3 years after files break old.</i> Destroy <i>when 6 years after the fiscal year of the budget.</i>

*changes for items 16-18
per M.G. & C.H. 1-31-80*

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

Item No.	Description of Records	Disposition
19.	Records relating to payments made in lieu of taxes, Public Voucher for Payments Made to Taxing District in Lieu of Taxes, tax reports, correspondence, and other documents supporting payments.	<p><i>change per H.G. + C.H. 1-31-80</i></p> <p>Break file at end of fiscal year and place in inactive file. Retire <i>inactive file</i> to a Federal Records <i>Center when</i> Center 3 years after files <i>old.</i> break. Destroy 6 years <i>when 6 years old.</i> after the fiscal year of <i>the budget</i></p>
20.	Case files consisting of the Advance Note, Requisition for Funds, General Certificate, Certificate of Purpose, Note Signature Certificate, and other related documents and correspondence.	Destroy 3 years after date of payment of respective note.
21.	Case files or records relating to temporary financing of housing projects, consisting of Note Transcript, Requisition for Funds, Note Signature Certificate, Requisition Agreement, Public Housing Agency Resolution, minutes of meetings, Certificate as to Transmission of Temporary Notes and supporting documents, and other related documents required for temporary financing.	<p><i>change per H.G. + C.H. 1-31-80</i></p> <p>Destroy 1 year after date <i>10 years after the</i> of permanent financing or <i>Annual Contributions</i> 6 years after payment in <i>Contract is executed (approved)</i> full.</p>
a.	Case files relating to temporary financing prior to permanent financing.	

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

Item No.	Description of Records	Disposition	<i>change per M.G. 4 C. H. 1-31-80 permanent financing.</i>
	b. Case files relating to temporary financing after permanent financing.	Destroy 3 ⁴ years after date of payment of ^{permanent} respective issue of ^{financing.} temporary notes.	
22.	Case files of records relating to permanent financing of housing projects, consisting of Permanent Note, Requisition for Funds, Note Transcript, Note Signature Certificate, Amendments, Bond Transcript, minutes of meetings of public housing agency and other related documents required for permanent financing.	Destroy 6 years after all obligations, contracts, and liabilities have been paid and satisfied in full.	
23.	File of individual mortgages of rural low-income housing projects held by HUD containing a copy of the mortgage, copy of the mortgage note, and related correspondence.	Place in inactive file upon issuance of mortgage release and retire to the Federal Records Center 2 years thereafter. Destroy 6 years after date of release of HUD mortgage interest.	
24.	Reports on fiscal audits of public housing agencies which contain the auditor's comments, balance sheets, and Notices of Exceptions and Findings which reflect noncompliance with HUD policies and contractual provisions.		
	a. Reports on Audit involving development costs.	Destroy after Actual Development Cost Certificate issued.	

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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	b. All other Reports on Audit.	
	(1) Reports on Audit containing Notices of Exceptions and Findings, or items requiring followup.	Destroy 3 years after corrective action on all Exceptions and Findings requiring followup has been completed.
	(2) Reports on Audit containing no Notices of Exceptions and Findings or items requiring any followup.	Destroy 3 years after date of memorandum transmitting report to the Regional Office.
	<u>Public Housing Development, Design and Construction</u>	
25.	Development Program, supporting documents, and related correspondence <i>for each public housing project.</i>	Retire to a Federal Records Center when an Actual Development Cost Certificate is issued. Destroy 5 years after issuance of the Actual Development Cost Certificate.
26.	Development cost forms and related papers relative to the development cost of projects.	
	a. Actual Development Cost Certificate and supporting documents (Development Cost Control Statement and breakdown of Construction and Equipment Costs), Determination of Minimum Development Cost (latest), and all Development Cost Budgets.	Retire to a Federal Records Center after issuance of the Actual Development Cost Certificate. Destroy after all HUD financial interest is liquidated.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	b. All other documents.	Destroy 3 years after issuance of the Actual Development Cost Certificate.
27.	Low-Rent Housing Project Planning Correspondence File, containing copies of correspondence and documents relating to planning aspects of the selection of sites, project and city planning, and technical assistance and advice.	Destroy 6 years after final settlement of the Construction Contract.
28.	Subject and project files containing correspondence, documents, and drawings relating to technical and engineering aspects of site planning for housing projects. Includes plans reviewed for the selection of sites, reports of surveys and studies, research and background material, and tentative and final site approvals.	Destroy 5 years after construction is completed.
29.	Site acquisition records, including copies of contracts for survey, for title information or legal services, for appraisals, and for securing options; appraisals and appraisal reports; surveys; site maps;	Retire to a Federal Records Center when land acquisition has been completed. Destroy 6 years after project closeout (after the Actual Development Cost Certificate is issued). <i>see reviewing</i>

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	perimeter descriptions; and other related documents and correspondence including Form HUD-5922, Final Report on Completed Land Acquisition, and Form HUD-5325, Land Summary.	
30.	Preliminary documents, including preliminary specifications, drawings, utility analysis, and other related documents and correspondence.	Retire to a Federal Records Center when approved and validly executed contract documents become part of official action. Destroy after final settlement of the construction contract. <i>see revision</i>
31.	Architect's and Engineer's Contract File. Includes contract forms, fee schedules, correspondence and other papers relating to administration and payment. Also includes project diagrams and photographs made before demolition or construction and during construction.	Retire to a Federal Records Center after final settlement of the Construction Contract. Destroy 6 years after final settlement of the Construction Contract.
32.	Project docket file. Consists of demolition, construction, equipment and landscape contract forms, specifications, Turnkey Contracts of Sale, plans, addenda, change orders, construction inspection	Retire to a Federal Records Center after final settlement of the contract. Destroy 6 years after Actual Development Cost Certificate is issued. <i>see revision</i>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
29.	Close file and retire to FRC when Actual Development Cost Certificate is issued. Destroy 6 years after the Actual Development Cost Certificate is issued.		
30.	Close case and move to inactive file when validly executed contract documents are approved. Destroy inactive case file after final settlement of the construction contract.		
32.	Close file and retire to FRC after the Actual Development Cost Certificate is issued. Destroy 6 years after the Actual Development Cost Certificate is issued.		
	changes in disposition instructions for items 29, 30 , and 32 per M. G. and C. H. 1-31-80.		

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	reports, guarantee bonds or similar warranties, and Certificates of Completion. Also includes project diagrams and photographs made after the project is completed.	
33.	Correspondence, field reports and other documents concerning the administration and payment of demolition, construction, equipment, and landscape contracts.	Retire to a Federal Records Center after final settlement of the contract. Destroy 6 years after final settlement of the contract.
34.	Project and subject files containing correspondence and documents, plans, and tracings relating to research, survey, and studies of the design and construction of public housing for the development of standards.	
	a. Files required for research and reference purposes.	Destroy 5 years after construction is completed or when research and reference value ceases, whichever is later. Review annually.
	b. All other files.	Destroy 5 years after construction is completed.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
35.	Project and subject files containing correspondence and documents and structural plans relating to the structural design of public housing projects. Includes material relating to site preparation and foundations of housing projects; basic research material on steel, clay, wood, and other materials; material relating to site and structural plans of housing projects; and reports of tests conducted on housing projects.	Destroy 5 years after construction is completed.
36.	Subject files containing correspondence and documents relating to specifications used in projects. Includes original drawings and sketches used in bulletins, background material and notes, and reports.	Destroy when 5 years old.
37.	Master copies of "Guide Specifications" and master copies of technical bulletins.	Destroy 5 years after superseded. Review annually. <i>withdrawn</i>
38.	Technical publications, catalogs and requests.	
	a. Requests for technical publications and catalogs.	Destroy 3 months after transmittal of the publications requested.
	b. Technical publications and catalogs.	Destroy when superseded or obsolete.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
39.	Subject files containing reports, designs, and calculations relating to site improvement design and construction for low-rent housing projects. Includes experimental data and research material on surfacing types and community facilities and background and research material on the design of water, gas, sewerage and drainage systems.	Destroy 5 years after construction is completed.
	<u>Public Housing Occupancy</u>	
40.	Occupancy report form files. Includes reports on initial occupancy, continued occupancy, reexamination, annual certification regarding eligible families admitted, and characteristics of families who have applied but not been admitted. Also includes related correspondence and other documents.	Destroy after HUD occupancy audit of public housing agency.
41.	Project Property Reports Files consisting of correspondence and documents relating to project characteristics such as unit availability, change in number of units, end of initial operating period, and date of full availability.	Destroy 5 years after termination of the Annual Contributions Contract or Administration Contract.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
42.	Schedule of Rents File containing rent schedules, rent approval sheets, demonstrations of financial feasibility, five-year estimates of average annual rents, five-year estimates of average annual expense, utility allowances, and related correspondence.	Destroy after HUD occupancy audit of public housing agency.
43.	Approved Schedules of Maximum Income Limits File containing amendments of eligibility policy on income limits proposal, revision of income limits, economist's review of proposal for schedule of maximum income limits, revision of maximum income limits, proposal for special admission limits for displaced families, and related correspondence.	Destroy after HUD occupancy audit of public housing agency.
44.	Subject file consisting of correspondence and documents relating to tenant activities on housing projects such as use and operation of community facilities, Boy Scout and Girl Scout activities, child care, playground, tenant organizations, and other recreational activities.	Destroy after HUD occupancy audit of public housing agency.
45.	Compliance Review File consisting of correspondence relating to possible	Destroy after HUD occupancy audit of public housing agency.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	violation of HUD policy on occupancy of housing projects, as shown in reports received from public housing agencies.	
46.	Occupancy Audit Reports Files containing the report on audit and related correspondence and documents on such occupancy matters as tenant eligibility for low-income housing; verification of income for admission and continued occupancy; order of preferences for admission; rents; methods and techniques for tenant selection; reexamination changes in scheduling of annual reexamination; and public housing agency letter of certification of eligibility of families.	Destroy 1 year after findings resulting from HUD occupancy audit of public housing agency are closed.
47.	General working file containing copies of occupancy correspondence, notes, and documents for Occupancy Auditors.	Destroy 1 year after findings resulting from HUD occupancy audit of public housing agency are closed.
	<u>Public Housing Maintenance Engineering, Utilities and Other Project Services</u>	
48.	Maintenance Engineering Survey File containing the engineer's findings on the operation and maintenance of the physical plant, record	Destroy when superseded by two surveys.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	of observations, and photographs of the condition of the physical plants and grounds.	
49.	Reports on the physical characteristics of the public housing projects, such as those prepared on Form HUD-51885, Project Physical Characteristics and Form HUD-51885A, Report on Cathodic Protection System.	Retention period can not be specified at this time because a study is being made of the feasibility of automating the data. Review in one year.
50.	Correspondence, research papers, technical publications, and technical reports on operating maintenance and construction problems.	Destroy when no longer needed for reference. Review annually.
51.	Correspondence, catalogs, pamphlets, technical publications, and reports regarding investigations of equipment, materials, costs, and methods for the improvement of project operation and maintenance.	Destroy when no longer needed for reference. Review annually.
52.	Project and subject files containing correspondence and documents relating to utility services and equipment. Includes utility contracts; utility consumption and costs; specifications, bids, and acceptance of utility services; review of utility	

withdrawn

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	services for possible economies; analysis of utility services to effect operating improvements; valuations of HUD-owned utility systems; and assistance in the sale of utility systems.	
	a. Long-term summary reports of utility experience.	Destroy when administration and management value has expired. Review annually.
	b. Other files.	Destroy when 5 years old.
53.	Subject files containing correspondence and documents relating to electrical equipment for housing projects. Includes research and background material on conduits, boxes, interior wiring, and electric meters and reports on tests of electrical equipment.	Destroy 3 years after HUD management review and maintenance survey of public housing agency.
54.	Subject and project files containing correspondence, documents, and drawings relating to plumbing and heating for housing projects. Includes reports of tests and evaluations of heating and water systems and research and background material on heating and water systems.	Destroy 3 years after HUD management review and maintenance survey of public housing agency.



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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
55.	Subject File consisting of correspondence and documents relating to general studies. Includes studies on garbage and trash disposal, kitchen and laundry operations, central laundry, furniture repair, and central storage; reports and background material; and community building plans.	Destroy 3 years after HUD management review and maintenance survey of public housing agency.
56.	Management contracts for project services and related correspondence.	Retire to a Federal Records Center 1 year after contract termination and final settlement. Destroy 6 years after contract termination and final settlement.
57.	Consolidated Supply Contracts (equipment and maintenance items). Includes bid format, abstract of bids, unsuccessful bids, mailing lists, and related correspondence.	Place in inactive file when contract expires and retire to a Federal Records Center 1 year thereafter. Destroy 6 years after the contract expires.
58.	Correspondence, descriptive literature, specifications, and other material pertaining to the various items covered by consolidated supply contract.	Destroy when superseded. Review annually.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
59.	Copies of public housing agency purchase orders, statements of purchases, invoices, shipping tickets, property surveys, property survey action, bid tabulations, related correspondence, and other material relating to personal property operations.	Place in the inactive file when 1 year old and retire to a Federal Records Center. Destroy when 6 years old.
<u>Public Housing Modernization</u>		
60.	Public housing agency applications (preliminary and final) for Modernization, supporting documents, and related correspondence.	
	a. Approved applications.	Destroy 3 years after Annual Contributions Contract termination.
	b. Disapproved or withdrawn applications.	Place in inactive file upon disapproval or withdrawal. Retire to a Federal Records Center 1 year after disapproval or withdrawal or when volume warrants. Destroy 3 years after disapproval or withdrawal.
61.	Nonrecord copies of HUD Modernization Lists. (Note: Record copies are kept by the Office of Finance and Accounting. See HUD Schedule 12.)	Destroy 3 years after Annual Contributions Contract termination.

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
62.	Documents relating to Modernization construction and equipment contracts, Architect and Engineer agreements, and related correspondence and reports.	Destroy 3 years after Actual Modernization Cost Certificate is issued.
63.	Modernization progress reports and budget and work program revisions.	Destroy 3 years after Actual Modernization Cost Certificate is issued.
64.	Documents required for advances of funds.	Destroy 5 years after Annual Contributions Contract termination.
65.	Nonrecord copies of Actual Modernization Cost Certificate and supporting documents (latest approved Modernization Budget). (Note: Record copies are kept by the Office of Finance and Accounting. See HUD Schedule 12.)	Destroy 5 years after Annual Contributions Contract termination.
66.	All other Modernization documents.	Destroy 3 years after Actual Modernization Cost Certificate is issued.

Section 8 Rental Assistance Program

Records included in items 67 through 73 pertain to the following Section 8 Housing Assistance Payments (HAP) and Section 23 Programs: New Construction, Substantial Rehabilitation, Existing, Farmers Home Administration Section 515 FmHA Set-Aside Program, and Housing Finance and Development Agencies (HFDA) Program.

67.	Notification of Fund Availability (NOFA) material, allocation plans, and schedules.	Destroy 2 years after NOFA issued.
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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
68.	Project File. Includes organization transcripts; proposals for new construction and rehabilitation, review material and related correspondence; management policies; Housing Assistance Payments (HAP) agreements and contracts; Lists of Preliminary Loan Contracts and Annual Contributions Contracts (ACC) for Section 8 projects; reviews of estimates of ACC required, preliminary expenses and other financial documents; site material including Environmental Clearance forms, maps and A-95 clearinghouse comments; Architect's Certifications for new construction and rehabilitation projects; and project-related correspondence.	
	a. When project is approved.	Destroy 6 years after HAP contract expires.
	b. When project is approved and later cancelled.	Destroy 3 years after cancellation.
	c. When project is not approved.	Destroy 3 years after disapproval.
69.	Correspondence not related to a specific project. Includes routine requests for information, complaints and other routine program matters not otherwise provided for in this schedule.	Break file at end of fiscal year. Destroy at end of following fiscal year.



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PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
70.	General Management File. Includes project and subject files of correspondence and documents relating to management reviews, management agreements, audit and reports, status reports of management operations, trip reports, and management checklists.	Place in inactive file when 3 years old. Destroy when 6 years old.
71.	Occupancy File. Includes occupancy audit reports; tenant applications; recertifications; documents relating to eligibility, admissions, initial occupancy, and tenant characteristics; and correspondence and other documents related to occupancy.	Destroy 1 year after findings resulting from HUD occupancy audit are closed.
72.	Maintenance Engineering, Utilities and Other Project Services File. This file includes documents and records related to the maintenance engineering functions, utility allowances, inspection forms by public housing agencies and owners and related correspondence, and management contracts for project services and related correspondence.	Place in inactive file when 3 years old. Destroy when 6 years old.

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PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
73.	Financial File. This file contains documents such as requests for Housing Assistance Payments (HAP) by owners and public housing agencies; rent adjustment correspondence; management reviews and trip report files containing correspondence and documents relating to management audit of owners and public housing agency records; financial forms submitted in support; General Accounting Office exceptions file, consisting of correspondence and documents regarding recommendations as to the disposition of GAO exceptions; files containing forms and documents and related policies.	Place in inactive file at end of 3rd fiscal year after execution of contract. Destroy 6 years after contract termination.

Related Automatic Data Processing (ADP) Records

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|-----|--|
| 74. | Low income public housing/rental assistance ADP records. This item covers ADP records relating to the programs covered by this Schedule. Specifically, this item covers records of the following ADP systems: Bond Maturity Schedule System, Low Rent Housing (LRH) Occupancy System, Lower Income Assistance Program System (LIAPS), Modernization Program Reporting System (MPRS), Public Housing Agency (PHA) Address Directory System, Public Housing Agency (PHA) Operating Statement |
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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	System, Section 8 Management Information System, Subsidized Housing--Admissions/Continued Occupancy (SHACO) System, Target Project Program System (TPPS), and Tenant Application Profiles System (TAPS).	
a.	Documentation files. Cover those records required for servicing machine-readable records--for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of ADP systems.	Destroy 1 year after system is placed on inactive list. <i>see revision</i>
b.	Input documents.	
	(1) Forms, reports and other documents intended solely to serve as inputs to the system.	Destroy after data has been entered into the system and verified.
	(2) Forms, reports and other documents which serve other program uses in addition to serving as inputs to the system.	Use the appropriate item in the previous sections of this Schedule.
c.	Processing files. Those machine-readable files (from work files and raw data input files to publication	

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74.	<p>a. Documentation Files. Covers those records required for servicing machine-readable records - for converting them from human readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate and maintain scientific application of ADP systems.</p> <p>(1) Lower Income Assistance Program System (LIAPS) documentation file. .</p> <p>(A) Copy of current system documentation file.</p> <p>Permanent. Transfer immediately copy of current file to NARS along with related master file. Offer future updates to NARS on an annual basis.</p> <p>(B) System documentation file maintained by HUD.</p> <p>Destroy 1 year after system is placed on inactive list.</p> <p>(2) Subsidized Housing - Admissions/Continued Occupancy System (SHACO) documentation file.</p> <p>(A) Copy of current system documentation file.</p> <p>Permanent. Transfer immediately copy of current file to NARS along with related master file. Offer future updates to NARS on an annual basis.</p> <p>(B) System documentation file maintained by HUD.</p> <p>Destroy 1 year after system is placed on inactive list.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
74.	a. (3) Other nonpermanent systems' documentation files. Destroy 1 year after system is placed on inactive list.		

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	files and security backup files) which are used to create and use a master file.	
	(1) Bond Maturity Schedule System.	Scratch 30 days after tape is created.
	(2) All other ADP systems.	Scratch after third update cycle.
d.	Master file. Constitutes the definitive state of a data file in a system at a given time.	
	(1) While the system is operational.	
	(a) Bond Maturity Schedule System.	Scratch 30 days after tape is created.
	(b) Low Rent Housing (LRH) Occupancy System.	Scratch after fifth update cycle.
	(c) Lower Income Assistance Program System (LIAPS)	Scratch after sixth update cycle. <i>see revision</i>
	(d) Public Housing Agency (PHA) Address Directory System.	Scratch after next update.
	(e) Section 8 Management Information System. This system has an	Scratch after third update cycle.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
74.	<p>d. (1) (c) Lower Income Assistance Program System (LIAPS).</p> <p><u>1</u> Copy of current master file.</p> <p>Permanent. Transfer copy of the current master file to NARS immediately and offer future updates to NARS on an annual basis.</p> <p><u>2</u> Copy of master file retained in HUD tape library.</p> <p>Scratch after sixth update cycle.</p>		

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE

PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	extract file which consists of partial data extracted to produce monthly Cumulative and Summary Reports. This file is not an exact copy of the data available in the system. The disposition given is for this extract file.	
(f)	Subsidized Housing--Admissions /Continued Occupancy (SHACO) System.	Scratch after tenth update cycle. <i>see revision</i>
(g)	Tenant Application Profile System (TAPS).	Scratch after third update cycle.
(h)	All other ADP Systems.	
1	Master file produced by the fourth (final) quarterly update each year.	Scratch 5 years after creation. <i>see revision</i>
2	Master file produced by the other quarterly updates each year.	Scratch after fourth (final) quarterly update each year.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
74.	<p>d. (1)</p> <p>(f) Subsidized Housing-Admissions/Continued Occupancy (SHACO) System.</p> <p><u>1</u> Copy of current master file.</p> <p>Permanent. Transfer copy of the current master file to NARS immediately and offer future updates to NARS on an annual basis.</p> <p><u>2</u> Copy of master file retained in HUD tape library.</p> <p>Scratch after tenth update cycle.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
74	<p>d. (1)</p> <p>(h) The other 3 systems: Modernization Program Reporting (MPRS); Public Housing Agency (PHA) Operating Statement; and Target Project Program (TPPS).</p> <p><u>1</u> Master file produced by the fourth (final) quarterly update each year.</p> <p>Scratch 5 years after creation.</p> <p><u>2</u> Master file produced by the other quarterly updates each year.</p> <p>Scratch after fourth (final) quarterly update each year.</p>		



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PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(2)	When the system is deleted from the inventory of active systems.	Destroy 1 year after system is placed on inactive list.
e.	Printouts, output reports.	Destroy when superseded, obsolete or no longer needed for reference.