

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Public & Indian Housing	
3 MINOR SUBDIVISION Office of Public Housing	
4. NAME OF PERSON WITH WHOM TO CONFER Pris Buckler, HGPM, Room 4224	5 TEL EXT 755-5595

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 4 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 1/17/84	D. SIGNATURE OF AGENCY REPRESENTATIVE Robert J. Devlin	E TITLE Departmental Records Management Officer	
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) HUD RECORDS DISPOSITION SCHEDULE 35 LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE PROGRAM RECORDS Items 60 through 66 of Schedule 35 cover Public Housing Modernization program records. Under this program, HUD finances capital improvements as well as major repairs, management improvements, and planning costs in low-income housing projects owned by public housing agencies (PHA's). The purpose is to upgrade living conditions, correct physical deficiencies, and achieve operating efficiency and economy. The capital improvements are financed over a 20-year period, during which the PHA must operate the modernized projects in accordance with HUD requirements as set forth in the Annual Contributions Contract between the PHA and HUD. We request that items 60 through 66 be revised as shown on the attached pages. The reasons for these changes are: 1. To reduce the retention periods in items 60 through 65 based on Housing's experience with the Department's needs for the records and to accommodate space reductions in Headquarters and Field locations.	9 SAMPLE OR JOB NO	10 ACTION TAKEN

Request for Records Disposition Authority—Continuation		JOB NO		PAGE OF 2
⁷ ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		⁹ SAMPLE OR JOB NO	¹⁰ ACTION TAKEN
	<p>2. To provide disposition instructions in items 61, 64, and 65 for the record copies kept by the Office of Finance and Accounting as well as the nonrecord copies used by Housing as working copies.</p> <p>3. To revise the disposition instructions for items 60a, 62, 63, and 64 so that they are based on when the Actual Modernization Cost Certificate is approved, instead of issued. The word "approved" is more precise. The Certificate is subject to audit from the time it's submitted by the public housing agency until it's approved by HUD, up to two years later.</p> <p>4. To revise the descriptions of the records covered by items 63 and 65 to distinguish between interim budget revisions (item 63) and the final budget (item 65).</p> <p>5. To delete item 66 covering all other Modernization documents. Item 66 is unnecessary since items 60 through 65 cover all Modernization records.</p>			

APPENDIX 35

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>
<u>Public Housing Modernization</u>		
60.	Public housing agency applications (preliminary and final) for Modernization, supporting documents, and related correspondence.	
*	a. Approved applications.	Retire to a Federal Records Center after Actual Modernization Cost Certificate is approved. Destroy 5 years after Actual Modernization Cost Certificate is approved.
	b. Disapproved or withdrawn applications.	Place in inactive file upon disapproval or withdrawal. Destroy 2 years after disapproval or withdrawal.
61.	HUD Modernization Lists.	
	a. Record copies kept by the Office of Finance and Accounting.	Destroy 3 years after Annual Contributions Contract termination.
	b. Nonrecord copies used by Housing as working copies.	Destroy when Annual Contributions Contract terminates.
62.	Documents relating to Modernization construction and equipment contracts, Architect and Engineer agreements, and related correspondence and reports.	Destroy when Actual Modernization Cost Certificate is approved.
63.	Modernization progress reports, work program revisions, and budget revisions other than the latest approved Budget.	Destroy when Actual Modernization Cost Certificate is approved.*

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE
PROGRAM RECORDS

Item No.	<u>Description of Records</u>	<u>Disposition</u>
* 64.	Documents required for advances of funds.	
	a. Record copies kept by the Office of Finance and Accounting.	Destroy 5 years after Annual Contributions Contract termination.
	b. Nonrecord copies used by Housing as working copies.	Destroy when Actual Modernization Cost Certificate is approved.
65.	Actual Modernization Cost Certificate and supporting documents (latest approved Budget).	
	a. Record copies kept by the Office of Finance and Accounting.	Destroy 5 years after Annual Contributions Contract termination.
	b. Nonrecord copies used by Housing as working copies.	Destroy when Annual Contributions Contract terminates.
66.	RESERVED.	*

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.