

## GENERAL RECORDS SCHEDULE 15

### Housing Records

The housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing facilities within the continental United States for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of Federal installations or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices, but does not cover the headquarters or staff office files of the supervising agency, or the files of the Department of Housing and Urban Development, the Department of Health and Human Services, or the Department of Veterans Affairs pertaining to program operations in planning and financing housing facilities.

Maintenance records reflect repair and general upkeep of the housing project or units. Management involves the assignment and rental of units, rent collection and other fiscal operations, and overall supervision. However, rental charges for military personnel are normally represented by checkages made against pay accounts.

Certain housing records are subject to the provisions of other General Records Schedules. Supply and fiscal files are covered by General Records Schedules 3 and 6. Schedules 1, 2, 8, and 10 may also be involved. Many records of agent cashiers serving as housing rental managers are similar to those of other Federal accountable officers and are disposable under General Records Schedule 6.

1. Housing General Correspondence Files.

Correspondence files pertaining to the maintenance and management of housing projects.

**Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

2. Housing Maintenance and Repair Files.

Maintenance and repair records for individual units.

a. Summary card or ledger record. **Superseded by GRS 5.4, item 070 (DAA-GRS-2016-0011-0008)**

b. Work orders, requisitions, and related papers involved in repair and maintenance work. **Superseded by GRS 5.4, item 070 (DAA-GRS-2016-0011-0008)**

3. Housing Management Files.

Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data. **Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

4. Housing Lease Files.

# SUPERSEDED

Copies of leases, renewals, termination notices, and related documents. **Superseded by GRS 5.4, item 080 (DAA-GRS-2016-0011-0010)**

5. Housing Assignment and Vacancy Card Files.

- a. Individual tenant cards. **Superseded by GRS 5.4, item 080 (DAA-GRS-2016-0011-0010)**
- b. Individual housing unit cards. **Superseded by GRS 5.4, item 080 (DAA-GRS-2016-0011-0010)**

6. Housing Inventory Files.

Furnishing inventory files, pertaining to items included in furnished units. **Superseded by GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)**

7. Housing Application Files (other than copies in lease files).

- a. Rejected application files. **Superseded by GRS 5.4, item 080 (DAA-GRS-2016-0011-0010)**
- b. All others. **Superseded by GRS 5.4, item 080 (DAA-GRS-2016-0011-0010)**