

Request for Records Disposition Authority

Records Schedule Number **DAA-0572-2017-0001**
Schedule Status **Approved**

Agency or Establishment **Rural Development**
Record Group / Scheduling Group **Records of USDA Rural Development Programs**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Rural Housing**
Minor Subdivision **Single Family Housing Programs**
Schedule Subject **Home Ownership Records**
Internal agency concurrences will be provided **No**

Background Information **Low interest, fixed-rate Homeownership loans are provided to qualified persons directly by USDA Rural Development. Financing is also offered at fixed-rates and terms through a loan from a private financial institution and guaranteed by USDA Rural Development for qualified persons. Neither one of these home loan programs require a down payment.**

USDA Rural Development also offers competitive grants to public and private non-profit Self-Help Housing organizations and Federally Recognized Tribes to enable hardworking families to build their own homes.

Home Repair Loans and Grants provide funds to elderly and very low income homeowners to remove health and safety hazards, perform necessary repairs, improve or modernize a home, make homes accessible fro people with disabilities, or make homes more energy efficient so these very-low income families use less of their income on utility bills.

Well built, affordable housing is essential to the vitality of communities in rural America. Housing Programs give families and individuals the opportunity to buy, build, repair, or own safe and affordable homes located in rural America. Eligibility for these loans, loan guarantees, and grants is based on income and varies according to the average median income for each area.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0572-2017-0001

Sequence Number	
1	General Files Disposition Authority Number: DAA-0572-2017-0001-0001
2	Field Activity Reports Disposition Authority Number: DAA-0572-2017-0001-0002
3	Routine studies and projects Disposition Authority Number: DAA-0572-2017-0001-0003
4	Loan applications - Rejected, withdrawn, canceled, or expired Disposition Authority Number: DAA-0572-2017-0001-0004
5	Loss to the government Disposition Authority Number: DAA-0572-2017-0001-0005
6	Direct SFH Loans (Section 502) Disposition Authority Number: DAA-0572-2017-0001-0006
7	Direct Rehabilitation Loans (Section 504) Disposition Authority Number: DAA-0572-2017-0001-0007
8	Self-Help Housing Loans (Section 502) Disposition Authority Number: DAA-0572-2017-0001-0008
9	Self-Help Housing Land Development and Site Loans (Sections 523 and 524) Disposition Authority Number: DAA-0572-2017-0001-0009
10	Guaranteed Housing Loans (1980-D) Disposition Authority Number: DAA-0572-2017-0001-0010

Records Schedule Items

Sequence Number	
1	<p data-bbox="332 372 527 414">General Files</p> <p data-bbox="332 425 1144 468">Disposition Authority Number DAA-0572-2017-0001-0001</p> <p data-bbox="332 478 1469 563">Correspondence files maintained by the Rural Development (RD) Single Family Housing Program (SFHP), not covered elsewhere in this schedule</p> <p data-bbox="332 574 917 617">Final Disposition Temporary</p> <p data-bbox="332 627 852 670">Item Status Active</p> <p data-bbox="332 680 820 723">Is this item media neutral? Yes</p> <p data-bbox="332 734 820 883">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="332 893 820 989">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="332 1021 657 1064">Disposition Instruction</p> <p data-bbox="332 1074 1347 1117">Cutoff Instruction Cutoff files at the end of each Fiscal Year</p> <p data-bbox="332 1127 1177 1170">Retention Period Destroy 7 year(s) after Cutoff</p> <p data-bbox="332 1202 657 1244">Additional Information</p> <p data-bbox="332 1255 950 1308">GAO Approval Not Required</p>
2	<p data-bbox="332 1330 641 1372">Field Activity Reports</p> <p data-bbox="332 1383 1153 1425">Disposition Authority Number DAA-0572-2017-0001-0002</p> <p data-bbox="332 1436 1485 1553">Material relating to visits/reviews/meetings/evaluations of field offices, applicants/borrowers, partners, special interest groups, etc. Filed by state and/or employee name.</p> <p data-bbox="332 1564 917 1606">Final Disposition Temporary</p> <p data-bbox="332 1617 852 1659">Item Status Active</p> <p data-bbox="332 1670 820 1713">Is this item media neutral? Yes</p> <p data-bbox="332 1723 820 1872">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="332 1883 820 1979">Do any of the records covered by this item exist as structured electronic data? Yes</p>

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Disposition Instruction

Cutoff Instruction **Cut off files at the end of the Fiscal Year**

Retention Period **Destroy 7 year(s) after Cutoff or when no longer needed for agency business**

Additional Information

GAO Approval **Not Required**

Routine studies and projects

Disposition Authority Number **DAA-0572-2017-0001-0003**

Documents and correspondence relating to routine projects and studies both internal and external for the SFHP

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff files when the project or study has been completed and closed**

Transfer to Inactive Storage **If volume warrants, transfer to the FRC 3 years after cutoff**

Retention Period **Destroy 7 year(s) after Cutoff or when no longer needed for agency business**

Additional Information

GAO Approval **Not Required**

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Loan applications - Rejected, withdrawn, canceled, or expired

Disposition Authority Number **DAA-0572-2017-0001-0004**

Loan applications that have been rejected, withdrawn, canceled, or expired.

Final Disposition **Temporary**

Item Status **Active**

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when the final determination has been made
	Transfer to Inactive Storage	Transfer to the FRC after 1 year after the final determination
	Retention Period	Destroy 7 year(s) after Cutoff or after the final determination
	Additional Information	
	GAO Approval	Not Required
5	Loss to the government	
	Disposition Authority Number	DAA-0572-2017-0001-0005
	Borrower Case file in which a financial loss to the Government occurred.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff when the Case file, resulting in the loss has been closed
	Transfer to Inactive Storage	Transfer Case Files to an FRC 1 Fiscal Year after Cutoff
	Retention Period	Destroy 7 year(s) after Cutoff at the end of the Fiscal Year

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Additional Information

GAO Approval **Not Required**

Direct SFH Loans (Section 502)

Disposition Authority Number **DAA-0572-2017-0001-0006**

Loans provided directly to low and very-low income, rural individuals/families to obtain homeownership. Applicants may obtain financing to purchase an existing or newly constructed dwelling, or to purchase a site and construct a home.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff files when the loan debt is satisfied/paid in full**

Transfer to Inactive Storage **Transfer to the FRC after Cutoff**

Retention Period **Destroy 7 year(s) after Cutoff or when no longer needed for business purposes**

Additional Information

GAO Approval **Not Required**

Direct Rehabilitation Loans (Section 504)

Disposition Authority Number **DAA-0572-2017-0001-0007**

Loans to very low income rural residents who own and occupy a swelling in need of repairs. The 1% interest loan is available for repairs to improve/modernize the home or remove health and safety hazards.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

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	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when the loan debt is satisfied/paid in full
	Transfer to Inactive Storage	Transfer to the FRC after Cutoff
	Retention Period	Destroy 7 year(s) after Cutoff or when not longer needed for business purposes
	Additional Information	
	GAO Approval	Not Required
8	Self-Help Housing Loans (Section 502)	
	Disposition Authority Number	DAA-0572-2017-0001-0008
	Loans that make homes affordable to rural applicants by enabling future homeowners to take part in the construction of their homes. Each homeowner pays less for his or her home by investing "sweat equity." Each applicant is required to complete 65% of the work to build his or her own home.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff files when the loan debt is satisfied/paid in full
	Transfer to Inactive Storage	Transfer to the FRC after Cutoff
	Retention Period	Destroy 7 year(s) after Cutoff or when no longer needed for business purposes
	Additional Information	
	GAO Approval	Not Required
9	Self-Help Housing Land Development and Site Loans (Sections 523 and 524)	
	Disposition Authority Number	DAA-0572-2017-0001-0009

Loans made to public or private non-profit organizations to buy and develop building sites, including the construction of access roads, streets and utilities. Sites developed under Section 523 may only be used to construct housing by the self-help method. Section 524 loans are made to acquire and develop sites for any low or moderate-income family.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff files when the loan debt is satisfied/paid in full

Transfer to Inactive Storage Transfer to the FRC after Cutoff

Retention Period Destroy 7 year(s) after Cutoff or when no longer need for business purposes

Additional Information

GAO Approval Not Required

Guaranteed Housing Loans (1980-D)

Disposition Authority Number DAA-0572-2017-0001-0010

Loans primarily used to help low-income individuals or households to purchase homes in rural areas. Funds can be used to build, repair, renovate or relocate a home, or to purchase and prepare sites, including providing water and sewage facilities. Applicants for loans may have an income of up to 115% of the median income for the area.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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Disposition Instruction

Cutoff Instruction

Cutoff files when the loan debt is satisfied/paid in full

Transfer to Inactive Storage

Transfer to the FRC after Cutoff

Retention Period

Destroy 7 year(s) after Cutoff or when no longer needed for agency business

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/14/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
08/25/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
10/13/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
10/18/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
11/21/2017	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
11/22/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
04/11/2018	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/17/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/17/2018	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/18/2018	Return to Submitter	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA

04/18/2018	Submit for Concurrency	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/18/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
04/27/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/30/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/30/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/30/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/01/2018	Submit for Concurrency	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
05/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/04/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist