

Request for Records Disposition Authority

Records Schedule Number	DAA-0572-2017-0001
Schedule Status	Modified Approved Version
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	Single Family Housing 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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4	Loan applications - Rejected, withdrawn, canceled, or expired Disposition Authority Number: DAA-0572-2017-0001-0004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>General Files</p> <p>Disposition Authority Number DAA-0572-2017-0001-0001</p> <p>Correspondence files maintained by the Rural Development (RD) Single Family Housing Program (SFHP), not covered elsewhere in this schedule</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at the end of each Fiscal Year</p> <p>Retention Period Destroy 7 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Field Activity Reports</p> <p>Disposition Authority Number DAA-0572-2017-0001-0002</p> <p>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>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p>

3	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	
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	

5	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
	GRS or Superseded Authority Citation	NC1-96-77-01 / 2033.10/ B/ 4/ III
	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
	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
	GRS or Superseded Authority Citation	NC1-96-77-01 / 2033.10/ B/ 4/ II
	Disposition Instruction	
Cutoff Instruction	Cutoff when the Case file, resulting in the loss has been closed	

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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**

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**

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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**

8	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 not longer needed for business purposes
	Additional Information	
	GAO Approval	Not Required
	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

9	<p>GAO Approval Not Required</p> <p>Self-Help Housing Land Development and Site Loans (Sections 523 and 524)</p> <p>Disposition Authority Number DAA-0572-2017-0001-0009</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files when the loan debt is satisfied/paid in full</p> <p>Transfer to Inactive Storage Transfer to the FRC after Cutoff</p> <p>Retention Period Destroy 7 year(s) after Cutoff or when no longer need for business purposes</p>
10	<p>GAO Approval Not Required</p> <p>Guaranteed Housing Loans (1980-D)</p> <p>Disposition Authority Number DAA-0572-2017-0001-0010</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in Yes</p>

electronic format(s) other than e-mail and word processing?

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 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