

Request for Records Disposition Authority

Records Schedule Number DAA-0572-2017-0007

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 Multi-Family Housing Program

Schedule Subject Multi-Family Rural Rental Housing Records

Internal agency concurrences will be provided No

Background Information

We provide affordable multi-family rental housing in rural areas by financing projects geared for low-income, elderly and disabled individuals and families as well as domestic farm laborers. We extend our reach by guaranteeing loans for affordable rental housing designed for low to moderate-income residents in rural areas and towns.

We preserve our portfolio of some 14,000 properties by aggressively restructuring loans for existing rural rental housing and off-farm labor housing projects to allow for sufficient reserves to meet major repairs and improvements over the lifetime of the property. On a yearly basis we provide grants to sponsoring organizations to repair or rehabilitate housing for needy families. We also subsidize rents for low-income tenants in our projects who cannot afford to pay their full rent.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0572-2017-0007

Sequence Number	
1	General Files Disposition Authority Number: DAA-0572-2017-0007-0001
2	Field Activity Reports Disposition Authority Number: DAA-0572-2017-0007-0002
3	Routine Studies and Projects Disposition Authority Number: DAA-0572-2017-0007-0003
4	Loan Applications - Rejected, withdrawn, canceled, or expired Disposition Authority Number: DAA-0572-2017-0007-0004
5	Loss to the Government Disposition Authority Number: DAA-0572-2017-0007-0005
6	Loan Docket File Disposition Authority Number: DAA-0572-2017-0007-0006
7	Official Borrower's Case File Disposition Authority Number: DAA-0572-2017-0007-0007

Records Schedule Items

Sequence Number	
1	<p data-bbox="332 378 527 414">General Files</p> <p data-bbox="332 436 1144 472">Disposition Authority Number DAA-0572-2017-0007-0001</p> <p data-bbox="332 493 1437 570">Correspondence files maintained by the Rural development (RD) Multi-Family Housing Program, not cover elsewhere in this schedule</p> <p data-bbox="332 591 909 627">Final Disposition Temporary</p> <p data-bbox="332 649 844 685">Item Status Active</p> <p data-bbox="332 706 812 742">Is this item media neutral? Yes</p> <p data-bbox="332 763 795 883">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="332 925 657 961">Disposition Instruction</p> <p data-bbox="332 983 1323 1019">Cutoff Instruction Cutoff files at the end of the Fiscal Year</p> <p data-bbox="332 1040 1177 1076">Retention Period Destroy 7 year(s) after Cutoff</p> <p data-bbox="332 1119 649 1155">Additional Information</p> <p data-bbox="332 1176 950 1212">GAO Approval Not Required</p>
2	<p data-bbox="332 1223 641 1259">Field Activity Reports</p> <p data-bbox="332 1281 1153 1317">Disposition Authority Number DAA-0572-2017-0007-0002</p> <p data-bbox="332 1338 1518 1415">Material relating to visits/reviews/meetings/evaluations of field offices, applicants/borrowers/partnerships/special interest groups, etc. Filed by state and or employee</p> <p data-bbox="332 1436 917 1472">Final Disposition Temporary</p> <p data-bbox="332 1493 852 1530">Item Status Active</p> <p data-bbox="332 1551 820 1587">Is this item media neutral? Yes</p> <p data-bbox="332 1608 803 1727">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="332 1770 657 1806">Disposition Instruction</p> <p data-bbox="332 1827 1323 1864">Cutoff Instruction Cutoff files at the end of the Fiscal Year</p> <p data-bbox="332 1885 1177 1921">Retention Period Destroy 7 year(s) after Cutoff</p>

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Additional Information

GAO Approval Not Required

Routine Studies and Projects

Disposition Authority Number DAA-0572-2017-0007-0003

Documents and correspondence relating to routine projects and studies both internal and external to the Multi-Family Program

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? No

Disposition Instruction

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

Transfer to Inactive Storage Transfer paper records 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-0572-2017-0007-0004

Loan applications that have been rejected, withdrawn, canceled, or have 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? No

Disposition Instruction

Cutoff Instruction Cutoff files when final determination has been made

5.

Transfer to Inactive Storage Transfer paper records to the FRC in groups 1 year after Cutoff

Retention Period Destroy 7 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Loss to the Government

Disposition Authority Number DAA-0572-2017-0007-0005

Borrower (case file) in which has caused a financial loss to the Government

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? No

Disposition Instruction

Cutoff Instruction Cutoff files when the borrower case file, resulting in the financial loss, has been closed

Transfer to Inactive Storage Transfer paper records to the FRC 1 year after Cutoff

Retention Period Destroy 7 year(s) after the end of the Fiscal Year in which the case file was Cutoff

Additional Information

GAO Approval Not Required

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Loan Docket File

Disposition Authority Number DAA-0572-2017-0007-0006

Original basic documents of all loans for a borrower, clearinghouse comments; environmental assessments; letter of conditions; letter of intent to meet conditions; any agreement for services such as engineering, architectural, legal, accounting, auditing, maintenance, management, plant operations; construction contract and bidding documents; evidence of compliance with any required State and local laws or regulations; all legal documents; evidence of the organization; balance sheet; operating budget; all other required forms needed for a completed loan docket.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files when paid in full or rescinded

Transfer to Inactive Storage Transfer paper records to the FRC 2 years after Cutoff

Retention Period Destroy 10 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Official Borrower's Case File

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

Official Borrower Case file includes all records of transactions and correspondence with an individual borrower regardless of their form or organizational location within the agency.

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? No

Disposition Instruction

Cutoff Instruction Cutoff files when paid in full or rescinded

Retention Period Return to Borrower original files when loan is repaid or rescinded. Destroy all extra copies 3 years after cutoff.

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
09/14/2017	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
09/14/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
09/28/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
09/29/2017	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
09/29/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
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
10/18/2017	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
11/16/2017	Submit For Certification	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities

11/16/2017	Certify	Andrea Jenkins	Records Officer	Rural Development - Rural Housing, Rural Business, Rural Utilities
03/26/2018	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/09/2018	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/11/2018	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/16/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
04/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist