

| | | | |
|--|--|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-572-09-6</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>9/29/09</i> | |
| 1 FROM (Agency or establishment) United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave , SW Washington, DC 20250-0742 | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 2 MAJOR SUBDIVISION Rural Housing Service | | | |
| 3 MINOR SUBDIVISION Housing | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins <i>Andrea.Jenkins@wdc.usda.gov</i> | 5 TELEPHONE NUMBER 202 692-0029 | DATE <i>10/10/12</i> | ARCHIVIST OF THE UNITED STATES WITHDRAWN |
| 6 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 on the attached <u>7</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested | | | |
| DATE 09/10/09 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Andrea R Jenkins</i> | | TITLE Rural Development Records Officer |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | U S Department of Agriculture Rural Development Record Group 572 Electronic Information System – Housing (see attached) | WITHDRAWN <i>10/10/12</i> <i>rf</i> | |

Rural Development Record Group Number 572

Final:

Title: Housing

IT Manager: Janet Havelka, Chief,
Mortgage Loan Technologies Branch
Single Family Housing (SFH)

Glen Boeckmann, Chief,
Management Services Technologies Branch
Multi-Family Housing (MFH)

Business Manager: Pat Fiala, Director (SFH)
USDA Rural Development (RD)
Centralized Servicing Center (CSC)

Tom Hannah, Deputy Administrator
Multi-Family Housing

Applicability: Single Family Housing (SFH) and
Multi-Family Housing (MFH) programs

Agency File Code: 7 CFR Part 3550
7 CFR Part 3560

NARA Disposal Authority:

Description:

The Housing investment provides the capability to originate, service, and account for the Single Family Housing (SFH) loan and grant programs and the Multi-Family Housing (MFH) loan, grant, rental assistance, and tenant rental voucher programs

For the **SFH** portfolio,

For the **MFH** portfolio, the following systems support various components.

- Automated Multi-Housing Accounting System (AMAS)
- Multi-Family Information System (MFIS) and Management Interactive Network Connection (MINC)
- Prepayment Tracking (PreTrac)

WITHDRAWN

AMAS, the automated Multi-Housing Accounting System, is the official accounting and financial management system for the MFH portfolio. AMAS is an online transaction entry and inquiry financial and accounting system. Batch mode updates are performed nightly. AMAS functions include online appropriation accounting, online inquiry and transaction input, loan making and loan servicing transaction updates, acquired property inventory, daily register, balancing, and program reporting, and fiscal and financial reporting.

AMAS

- Tracks borrowers, projects, loans, and landlords
- Obligates and disburses MFH program funds
- Records repayments and collections of loan funds
- Processes loan servicing activities including but not limited to assumption/transfers, reamortizations, consolidations, and deferrals

AMAS customers include

- National Office, Washington, D.C.
- Deputy Chief Financial Office (DCFO), St. Louis, MO
- Over 200 field offices nationwide

Borrower and project information is entered electronically by the state, area, and local offices which monitor the properties and disbursements of program funds. This information is maintained in the servicing offices in hard-copy case files which include applications for federal assistance, promissory notes, interest credit and rental assistance agreements, assumption agreements, reamortization agreements, payment method conversion agreements, consolidation agreements, and other related documentation.

To assist RD staff in monitoring and administering the MFH programs, AMAS provides reporting capabilities related to appropriations and allotments, obligations and disbursements, project and loan delinquency status, rental assistance, general ledger, transaction processing congressional reporting, and inventory property.

MFIS, the Multi-Family Information System, provides monitoring, scheduling, and analytical tools to the MFH program staff to manage and supervise loans, grants, and subsidies. MFIS monitors compliance with the rules and regulations protecting the value of MFH projects in order to ensure safe, sanitary, and affordable housing for the poor. MFIS is an online transaction entry and inquiry support system for tenant and budget processing, supervisory activity and findings updates, project detail and unit tracking, customer management, rent scheduling, tracked accounts, program reporting, and project payment collection.

WITHDRAWN

MFIS

- Tracks borrower, management agent, and tenant information
- Schedules visits, analyzes property performance and compliance with regulations, creates reports, and provides support for other monitoring activities
- Calculates rent levels and subsidies from the financial information it tracks

MFIS customers include

- The borrower who owns the property and is responsible for the loan
- The management agent who is hired by the borrower to manage the property (the borrower and management agent may be the same person)
- The tenants who occupy the units

Borrowers or agents submit tenant information to MFIS through the Management Interactive Network Connection (MINC) which is a secure, web-based application. Borrowers or agents for small properties with less than eight rental units are not required to use MINC but may instead contract with a service bureau to submit tenant information electronically for them. MFIS then calculates rental subsidies for qualified tenants and generates a rent roll for each property with the amount owed by each tenant. These subsidies reduce the borrower's monthly mortgage payment.

Tenant information includes income, other unit occupants and ages, race and ethnicity, expenses, and the rental charge for each unit. Borrower and property information is also entered electronically by the state, area, and local offices which monitor the properties and conduct inspections. This information is maintained in the servicing offices in hard-copy case files which include the borrower applications, construction documents, engineering drawings, plans, market studies, and various reports including the annual inspection report, environmental reports, triennial reviews, and Civil Rights reports.

To assist RD staff in monitoring and administering the MFH programs, MFIS provides extensive reporting capability including borrower, financials, findings, management agent, project, project summary, tenant, and tracking reports. MFIS is also used to supply statistical data for analysis and identification of trends through the Fair Housing Occupancy Report.

WITHDRAWN

PreTrac, the Multi-Family Prepayment Request Tracking System, provides monitoring of the needs assessment and documentation of all steps necessary to either approve the request to prepay or provide incentives for a project to remain in the multi-family loan program. PreTrac monitors compliance with rules and regulations protecting the availability of rental assistance (RA) units in order to ensure safe, sanitary, and affordable housing for the poor. PreTrac is an online transaction entry and reporting support system.

PreTrac

- Tracks projects that have submitted a prepayment request
- Provides an interactive checklist of documents required for needs analysis and tracks all necessary steps required to
 - Build an Incentive Letter for the project
 - Complete all documents necessary for prepayment

PreTrac customers include

- The borrower who owns the property and is responsible for the loan

Servicing offices enter the borrower or project information to PreTrac through the web-based application. PreTrac then establishes a timeline of defined activities that are required before the project can prepay out of the multi-family loan program.

Inputs:

AMAS inputs include National Office budget and appropriation allotments and allocations, DCFO and servicing office obligations, disbursements, servicing transactions and other financial and non-financial data. MFIS provides project payment collection information to AMAS.

MFIS inputs include tenant status information from MINC, service bureaus, account status data and other borrower information from AMAS, and information on borrowers, agents, and properties.

PreTrac inputs include information on borrowers and properties.

WITHDRAWN

Disposition:

AMAS Disposition is dependant on the life of the mortgage and as long as legal obligations remain which can be as long as 50 years.

MFIS Temporary Delete after information has been entered and verified as accurate.

PreTrac Temporary Delete after information has been entered and verified as accurate.

Master File:

AMAS, MFIS, MINC and PreTrac systems maintain a combination of the following information

- Borrower Information name, account number, tax identification number (TIN), address, contact information, ethnicity, race, sex, veteran code
- Project Information name, address(s), contact information, fund code, interest credit plan code, rental code, profit type, operation date, total number of units, total revenue units, total section 8 units, rental assistance agreements, payment amount, payment status, fiscal year, insurance policies, financial statements, documents filed with USDA, documents requested by USDA, rents, unit size, unit revenue status, unit habitability, non-compliance issues, financial budgetary documents, rental assistance, project history information
- Management Agent Information name, TIN, address, contact information, fee structures
- Service Bureau Information name, TIN, address, contact information
- Loan Information fiscal year, obligation data, disbursement dates and amount, interest rates, loan terms, promissory note date, promissory note amount, promissory note installment amount, subsidy, loan history information
- Tenant Information. household information, certification dates, name, social security number (SSN), race, age, gender, ethnicity, classification, data source, assets, annual income, annual adjustments, rental assistance and voucher data
- Landlord Information name, TIN, address, account number

Disposition:

AMAS Transfer to offline storage 3 years after last activity.

MFIS Transfer to offline storage 3 years after last activity

PreTrac All master files are maintained

WITHDRAWN

Outputs:

AMAS outputs include reports related to appropriations and allotments, obligations and disbursements, project and loan delinquency status; rental assistance, general ledger, transaction processing and input/output balancing, financial data balancing, congressional reporting, inventory property, Internal Revenue Service (IRS) data, debt instrument inventory, annual statements for borrowers, commercial and consumer credit bureau reporting, Federal Funding Accountability and Transparency Act (FFATA) and Federal

Assistance Award Data System (FAADS) reporting, Housing and Urban Development (HUD) Credit Alert Interactive System (CAIVRS), Treasury Offset Program (TOP) and Cross Servicing

Many outputs are maintained indefinitely on microfiche in the DCFO

MFIS outputs include reports on borrowers, financials, findings, management, project, project summary, tenant, tracking occupancy statistics, project classification reports, monthly and quarterly reports, semi-annual reports on accomplishments of servicing goals by state, and other reports and screens used to monitor and manage the MFH program

PreTrac outputs include letters to borrowers and a checklist of required activities

Disposition:

AMAS Disposition is dependant on the life of the mortgage and as long as legal obligations remain which can be as long as 50 years

MFIS Temporary Cut off at the end of the fiscal year Destroy or delete three years after the cutoff

PreTrac Disposition is dependant on the life of the AMAS mortgage and as long as legal obligations remain

System Documentation:

AMAS documentation includes user manuals, data dictionary, training manuals, handbooks, and RD Instructions

MFIS documentation includes user manuals, data dictionary, training manuals, handbooks, RD Instructions, and vendor-supplied documentation

PreTrac documentation includes user manuals, data dictionary, and training manuals

Disposition:

Destroy or delete when superseded or obsolete

Type of Records: Data files

Format: Media neutral

WITHDRAWN

Functions Supported:

Overall administration of the direct Single Family and Multi-Family Housing programs

WITHDRAWN