

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-90-90-13

TO: **GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

11-8-91

1. FROM (Agency or establishment)

Department of Health & Human Services (DHHS)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION *Public Health Service (PHS)*
 Health Resources and Services Administration (HRSA)

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

Bureau of Health Resources Development (BHRD)

4. NAME OF PERSON WITH WHOM TO CONFER

Johanna O. Bonhelycke
 Johanna O. Bonhelycke, PHS Records Officer

5. TELEPHONE EXT.

(301)443-2055

DATE

6/2/92

ARCHIVIST OF THE UNITED STATES

James W. Moore

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
10/31/91	<i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	DHHS Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
Replaces HRA APPENDIX B-341 ITEM 45	<p><u>HUD SECTION 242 and PHS TITLES VI AND XVI LOAN APPLICATION FILES.</u></p> <p>Records deal with construction and modernization loans made or guaranteed under Titles VI or XVI of the PHS Act and those insured under Section 242 of the National Housing Act. File consists of application material, including feasibility studies, plans, drawings, specifications, construction documents, drawdown requests and invoices, etc. Office of record is Regional Office prior to 1986 and Central Office Beginning in 1986.</p> <p><u>Disposition</u> : Non-Permanent</p> <p>a. Successful loan application</p> <p>Transfer to the FRC after the completion of the Warranty site visit or 2 years after the start of amortization whichever is later. Destroy 27 years after the commencement of amortization.</p> <p>b. Unsuccessful loan applications</p> <p>Transfer to FRC 1 year after disapproval. Destroy 3 years after disapproval.</p> <p><i>copy sent to agency 2/6/92 wcf wolf</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
Replace APPENDIX B-341 ITEM-45	<p>HUD SECTION 242 AND PHS TITLES VI AND XVI LOAN MANAGEMENT FILES</p> <p>Records deal with construction and modernization loans made or guaranteed under Titles VI or XVI of the PHS Act and those insured under Section 242 of the National Housing Act. File consists of annual audited financial statements and correspondence, site visit reports, Loan Information System abstracts and loan documents. Office of Record is Regional Offices for loans originated prior to 1986 and the Central Office beginning in 1986.</p> <p><u>Disposition:</u> Non-permanent</p> <p>a. Active Loans</p> <p>Transfer partial contents (the ^{oldest} most recent 5 years) of a loan file to FRC at the eighth year and every five years thereafter for the life of the loan. No active records less than 3 years old should be transferred to the FRC. Destroy 28 years after the commencement of amortization.</p> <p><u>5/15/91</u> Date</p> <p><u>8/16/91</u> Date</p> <p><u>10/21/91</u> Date</p> <p><i>[Signature]</i> Director, Division of Facilities Loans</p> <p><i>[Signature]</i> Tony DeJesus BHRD, Records Officer</p> <p><i>[Signature]</i> Gerald V. Hunter HRSA Records Officer</p> <p>b. Loans Paid In Full</p> <p>Transfer records to FRC upon completion of the amortization of the loan or earlier if the loan is paid in full. Destroy 3 years after the loan has been paid. For those loans that are terminated through any means other than a normal or early payoff, destroy the records 28 years after the commencement of amortization.</p> <p>SEE ITEM "C", NEXT PAGE. <i>walp 2/6/92</i></p>		

Amendment to N1-90-90-13, agreed to orally by Gerald Hunter, HRSA
R/O, 2/6/92 *wolfe, 2/6/92*

c. Loans terminated by any means other than complete
payment (either early or normal repayment).

Disposition: Non-permanent. Transfer to FRC 1 year
after termination of loan. Destroy 28 years after
commencement of amortization of loan.