

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		FILE NUMBER 71-207-02-1	DATE RECEIVED 10-16-01
1. FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>Public &amp; Indian Housing (PIH)</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>Office of Troubled Agency Recovery (OTAR)</b>			
4. NAME OF PERSON WITH WHOM TO CONFER Patrick Wallis, RML0, PIH Pauline Grant, Management Analyst	5. TELEPHONE (202) 708-0614 x7394 (202) 708-1891	DATE 394 x7297 5-28-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

**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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>10/11/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Smoot</i> Brenda Smoot	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
77	<p><b>RECORDS DISPOSITION SCHEDULE 35</b></p> <p><b>LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS</b></p> <p><b>OFFICE OF TROUBLED AGENCY RECOVERY (OTAR)</b></p> <p>The Department of Housing and Urban Development (HUD) is proposing to add item 77, Office of Troubled Agency Recovery (OTAR) records to Schedule 35, Low-Income Public Housing and Rental Assistance Records.</p> <p>The proposed new item will provide disposition instructions for the Office of Troubled Agency Recovery records. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office (GAO) concurrence is not required.</p> <p>See the attached Description of Records and Disposition instructions for the Office of Troubled Agency Recovery (OTAR) records for your approval.</p> <p>Volume on hand: <u>10</u> Annual Accumulation: <u>5 cu.ft.</u></p>	<p><i>Patrick Wallis</i> 10-11-2001</p> <p><b>OFFICE OF TROUBLED AGENCY RECOVERY (OTAR), PIH</b></p> <p><i>Patrick A. Tash</i> 10/11/01</p> <p><b>GENERAL COUNSEL (GC)</b> 10/11/01</p> <p><i>Christie Brantly</i></p> <p><b>INSPECTOR GENERAL (IG)</b></p>	

**RECORDS DISPOSITION SCHEDULE 35**

**LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS**

**OFFICE OF TROUBLED AGENCY RECOVERY (OTAR)**

The Office of Troubled Agency Recovery , (OTAR) is to coordinate with all program areas to support the recovery of troubled Public Housing Authorities (PHA), thereby ensuring the provision of decent, safe, and sanitary housing for all public housing residents. It is OTAR's responsibility to assist troubled PHAs to reach standard or better performance through the development and implementation of sustainable solutions. The scope of this effort encompasses all troubled PHAs nationally, including both the administration of all Low Rent Public Housing and tenant-based Section 8 programs. As a part of that effort, Troubled Agency Recovery Centers (TARC) will concentrate on the use of technical assistance contracts or grants provided to the PHAs in order to effect recovery. All areas of a PHA will be analyzed and targeted for improvement including community relations and involvement, financial and management improvements, and community revitalization.

**Item**

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
77	<p><b>1. Program Subject Files.</b> Contains office correspondence, HUD distributed reports, program budget and operational plans, contracts, Memoranda of Understanding (MOUs), audit reports, and related materials. Arrangement: alphabetical by subject title. Dates: 1998 – Present. Estimated annual Accumulation: 5 cubic feet.</p>	<p><b>Temporary.</b> Cut off at end of calendar year. Retire to records center 1 year after cutoff. Destroy 3 years after Cutoff. (NARA Job No. N1-207-02-1, item 1.)</p>
	<p><b>2. Troubled PHA Case Files.</b> Contains documentation on causes of a PHA's assessment failure, particularly in the following areas: management operations, financial condition, physical condition, and resident services and satisfaction, as well as recovery plans to effect the PHA's successful assessment in the future. Records include correspondence, memoranda, copies of electronic mail messages, recovery plans, improvement implementation plans, copies of local government hearings, related press releases, copies of court orders, technical support summaries, MOUs, cooperative agreements, audit reports, financial accounts, and other related materials. Arrangement: alphabetical by name of PHA, thereunder by subject. Dates: 1998 – Present. Estimated annual Accumulation: 5 cubic feet. (NOTE: Cases that are appealed go to the Real Estate Assessment Center.)</p>	

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

OFFICE OF TROUBLED AGENCY RECOVERY (OTAR)

Item No.	Description of Records	Disposition
a.	Record Copy.	<p><b>Temporary.</b> Cut off at end of calendar year in which case is closed. Retire to records center 2 years after cutoff. Destroy <sup>6-18</sup> 3 years after cutoff. (NARA Job No. N1-207-02-1, item 2a.)</p>
b.	All other copies. Working case files for troubled PHAs.	<p><b>Temporary.</b> Cut off at end of calendar year in which case is closed. Destroy 1 year after cutoff. (NARA Job No. N1-207-02-1, item 2b.)</p>
3.	<p><b>Annual Reports and Publications.</b> Contains the OTAR program Annual Report, newsletters, pamphlets, brochures, booklets, Frequently Asked Questions for distribution, paper version Website published for public access (unless information is captured elsewhere), policy and procedural Manuals, and other publications. Arrangement: alphabetical by title, thereunder, in reverse chronological order. Dates: 1998-Present. Estimated annual accumulation: 5 cubic feet.</p>	<p><b>PERMANENT.</b> Cut off at end of calendar year. Retain on-site in 3-year blocks. Transfer to the National Archives when oldest publication in block is 3 years old. (NARA Job No. N1-207-02-1, item 3.)</p>

*All -02  
w/ Grant  
from P. Grant*

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

OFFICE OF TROUBLED AGENCY RECOVERY (OTAR)

Item	Description of Record	Disposition
4.	<b>Electronic Copies.</b> Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule (Office of Troubled Agency Recovery Records)	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy.	<b>Temporary.</b> Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-02-1, item 4a)
	b. Copies used for dissemination, revision, or updating is complete.	<b>Temporary.</b> Delete when Dissemination, revision, or updating is complete. (NARA Job No. N1-207-02-1, item 4b)