

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Office of Multifamily Housing (MFH)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline Grant, Mgmt. Analyst

Oliver Walker, RMLO, Housing

5. TELEPHONE

(202) 708-0614 x

(202) 708-0614 x

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-207-06-2

DATE RECEIVED

1/20/06

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

7297

2144

ARCHIVIST OF THE UNITED STATES

1/20/06  
*Allen W...*

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 6 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

1/17/06

SIGNATURE OF AGENCY REPRESENTATIVE

*Carmelita Bridges*  
Carmelita Bridges

TITLE

Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
12	<p>RECORDS DISPOSITION SCHEDULE 10</p> <p>OFFICE OF MULTIFAMILY HOUSING (MFH)</p> <p>TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)</p> <p>The Department of Housing and Urban Development (HUD) is submitting Schedule 10, Tenant Rental Assistance Certification System, (TRACS) for your review and approval. Item 12 is being added to handbook 2225.6 REV-1, HUD Records Disposition Schedules, Schedule 10 to cover the records of the electronic system "TRACS."</p>	<p><i>Deborah Green</i> 1/19/06 Office of Multifamily Housing, (MFH)</p> <p><i>Allen W...</i> 1-11-2006 Office of General Counsel, (OGC)</p> <p><i>Carmelita Bridges</i> 1/10/06 Office of the Inspector General, (OGC)</p>	

(7/19/06)

821 7/31/06 copies sent to user, NWME

**RECORDS DISPOSITION SCHEDULE 10**

**OFFICE OF MULTIFAMILY HOUSING (MFH)**

**TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM  
(TRACS)**

**System Name:** Tenant Rental Assistance Certification System (TRACS)

**System Code:** F87

**Privacy Act:** TRACS is a Privacy Act System of Records.

**Restrictions:** TRACS is subject to FOIA b (6) and 5 USC 552 a.

**System Description:** TRACS is a HUD mission critical financial and program information system that interfaces with a number of other HUD systems. TRACS collects certified tenant data and subsidy payment vouchers from owners and management agents of multifamily housing projects and from HUD subsidy contract administrators. The goal of TRACS is to maintain tenant data for all rental assistance programs and to facilitate automated payments for subsidy programs when an electronic voucher request is submitted to TRACS. The voucher transactions are based on the contract and tenant data resident in the system. TRACS stores the payment history of all project-based subsidy contracts for which HUD makes monthly assistance payments.

The rental assistance programs covered by TRACS include: Section 236 Interest Reduction and Rental Assistance Payments; Section 8 New Construction/Substantial Rehabilitation Housing Assistance Payments; Section 8 Loan Management/Property Disposition Set-Aside Housing Assistance Payments; Section 221 (d) (3) Below Market Interest Rate mortgage insurance; Rent Supplement Payments; certain Section 202 programs; and Section 202/811 Project Rental Assistance Payments.

**Media Neutrality:** The TRACS schedule is media-neutral and applies to all records it describes regardless of whether they are created and/or maintained on paper or in an electronic format, unless otherwise specified in the schedule.

**RECORDS DISPOSITION SCHEDULE 10**

**OFFICE OF MULTIFAMILY HOUSING (MFH)**

**TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM  
(TRACS)**

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
1	<p><b>SOURCE DATA.</b> TRACS source data are collected and sent electronically to TRACS through the Monthly Activity Transmission (MAT) system.</p> <p>TRACS includes data from a variety of sources, such as:</p> <ol style="list-style-type: none"><li>1) HUD 50059 Tenant Data;</li><li>2) Form HUD-52670 Data (<i>Housing Owner's Certification &amp; Application for Housing Assistance Payments</i>);</li><li>3) Form HUD-52670-A Part 1 Data (<i>Schedule of Tenant Payments Due</i>);</li><li>4) Form HUD-52670-A Part 2 (<i>Schedule of Section 8 Special Claims</i>);</li><li>5) Form HUD-52671-A through D (<i>Special Claims Worksheets</i>);</li></ol> <p>and</p> <ol style="list-style-type: none"><li>6) Assistance payments contracts, assistance payments renewal contracts, and contract rent increases, including contract Exhibit A (<i>Identification of Units and Contract Rents</i>).</li></ol>	<p><b>TEMPORARY.</b> Destroy source data after it has been edited for accuracy and compliance with eligibility rules and rent calculation rules, verified, input, and stored in TRACS.</p>
2	<p><b>STORED DATA IN TRACS RELATIONAL DATABASES</b></p>	

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**TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM  
(TRACS)**

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
(a)	Tenant Database (HUD 50059 data). Data includes household, income, and asset information.	<b>TEMPORARY.</b> Archive data to tape three (3) years after <i>certification effective date</i> .
(1)	Tenant Archives Database. Sub-set of data derived from Tenant Database.	<b>TEMPORARY.</b> Delete data twenty-five (25) years after tenant <i>move out date</i> or twenty-five (25) years after <i>termination date</i> .
(2)	Extract of TRACS Tenant Data (HUD 50059 data). The Office of Policy Development and Research (PDR) receive quarterly extract files of TRACS tenant data for HUD research activities. These quarterly research files are maintained by PDR. The Extract file contains the following types of household, income, and asset data: Move In and Move Out Date; Contract Rent Amount; Utility Allowance Amount; Gross Rent; HUD Region Code; HUD Field Office Code; Subsidy Type; Race; Ethnicity; Total Tenant Payment; Tenant Rent; Market Rent; Income	<b>PERMANENT.</b> Transfer current year electronic data to the National Archives annually at end of calendar year. The initial transfer must include historic (1995-2006) and current electronic data.

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**OFFICE OF MULTIFAMILY HOUSING (MFH)**

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3	<p>and Asset data; Age; Birth Date; Sex; Name; Social Security Number; and various Household information.</p> <p>These data are subject to restrictions under FOIA b (6) and 5 USC 552a</p>	<p><b>TEMPORARY.</b> Delete data twenty-five years after <i>contract expiration date</i>.</p>
	<p>(b) Contracts Database. Data includes subsidy contract information, including the property name, address, and location, contract number, type of subsidy, property category, and property occupancy information.</p>	<p><b>TEMPORARY.</b> Archive data to tape five (5) years after the last <i>voucher date</i> or any voucher from a contract that has been terminated five (5) years or longer. Delete data from tape twenty-five (25) years after the last <i>voucher date</i> or any voucher from a contract that has been terminated twenty-five (25) years or longer.</p>
	<p><b>OUTPUTS.</b></p>	
	<p>(a) Application Reports. Includes all management reports derived from voucher and tenant data.</p>	<p><b>TEMPORARY.</b> Destroy or delete when no longer necessary for agency business.</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
	(b) Tenant Internet/Intranet Query Reports. Ad hoc reports include current tenant data.	<b>TEMPORARY.</b> Destroy or delete when no longer necessary for agency business.
	(c) Voucher Internet/Intranet Query Reports. Ad hoc reports include most recent 12-months of voucher activity.	<b>TEMPORARY.</b> Destroy or delete when no longer necessary for agency business.
4	<b>TECHNICAL DOCUMENTATION.</b>	
	(a) Tenant Database Dictionary and Related Documentation for Extract of TRACS Tenant Data. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.	<b>PERMANENT.</b> Transfer most recent version to the National Archives at the time when the TRACS Extract file is transferred.
	(b) Tenant Archives Database. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.	<b>TEMPORARY.</b> Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.
	(c) Voucher Database Dictionary. Includes record layout, data format, data element name, descriptive name, data definitions, and code	<b>TEMPORARY.</b> Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
	tables.	
	(d) Contracts Database Documentation. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.	<b>TEMPORARY.</b> Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.
	(e) TRACS User Guides and Manuals. Includes but not limited to TRACS Application Batch Operations Manual, Monthly Activity Transmission (MAT) User Guide, Automatic Renewal and Amendment Management System (ARAMS) User Guide, TRACS Mail User Guide, and Internet/Intranet User Guides.	<b>TEMPORARY.</b> Destroy or delete when superseded or obsolete.