| Request for Records Disposition Authority | Leave Blank (NARA Use Only) |
|---|---|

## Request for Records Disposition Authority
(See Instructions on reverse)

To  National Archives and Records Administration (NIR)
Washington, DC 20408

1  From (Agency or establishment)

**Department of Housing & Urban Development**

2  Major Subdivision

**Assistant Secretary for Housing**

3  Minor Subdivision

**Single Family Housing**

| 4  Name of Person with whom to confer | 5  Telephone (include area code) |
|---|---|
| Pauline Grant, Mgmt.Analyst | (202) 402-7297 |

### Leave Blank (NARA Use Only)

Job Number

*NI-207-08-3*

Date Received

*6/27/08*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 | Archivist of the United States |
|---|---|
| 3/6/09 | *Adrienne Thomas* |

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 _____ 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

[ X ] is not required        [  ] is attached        [  ] has been requested

| Signature of Agency Representative | Title | Date (mm/dd/yyyy) |
|---|---|---|
| *Brenda D. Smoot* | *Acting* Departmental Records Officer | 6/19/2008 |

| 7 Item Number | 8  Description of Item and Proposed Disposition | 9  GRS or Superseded Job Citation | 10  Action taken (NARA Use Only) |
|---|---|---|---|
| | **RECORDS DISPOSITION SCHEDULE 20**<br><br>**ASSISTANT SECRETARY FOR HOUSING**<br><br>**SINGLE FAMILY HOUSING**<br><br>The Department of Housing & Urban Development, (HUD) is submitting a new Schedule 20, Single Family Housing Integration Systems for approval.<br><br>The proposed descriptions and dispositions of Schedule 20, Single Family Housing Integration Systems will provide descriptions and dispositions for the electronic records of the Single Family Housing Electronic Systems.<br><br>See the attached descriptions and dispositions for the Single Family Housing Integration Systems for approval. | *6/24/2008* **Office of Single Family Housing**<br><br>*1/6/09* **Office of Inspector General, OIG**<br><br>*6/20/08* **Office of General Counsel, OGC** | |

# RECORDS DISPOSITION SCHEDULE 20

## DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

## SINGLE FAMILY HOUSING INTEGRATION SYSTEM

### Schedule Overview

The Single Family Housing Integration Project (SFHIP) supports the Federal Housing Authority's single family housing mortgage insurance program. The SFHIP replaces seventeen legacy and cuff systems with an integrated information system and common operating architecture composed of four business modules aligned to HUD's enterprise architecture. The four SFHIP business modules are: Loan Origination Module (LOM); Loan Insurance Module (LIM); Asset Management Module (AMM); and Business Partner Approval and Compliance Module (BPAM).

The following table identifies the seventeen legacy systems and the SFHI System business modules that replace the legacy systems.

| System Code | System Name | LOM | LIM | AMM | BPAM |
|---|---|---|---|---|---|
| P233 | **Single Family Housing Integration System** | X | X | X | X |
| A80S | Single Family Acquired Asset Management System | | | X | |
| A80W | Single Family Neighborhood Watch | | | | X |
| D64A | Single Family Housing Enterprise Data Warehouse | X | X | X | X |
| F11 | Housing Counseling System | X | | | X |
| F12 | Home Equity Conversion Mortgages | X | X | | X |
| F17 | Computerized Homes Underwriting Management System | X | | | X |
| F17C | FHA Connection | X | X | | X |
| F42 | Consolidated Single Family Statistical System | | X | X | |
| F42D | Single Family Default Monitoring Subsystem | | X | X | X |
| F51 | Institutional Master File | | | | X |
| F51A | Approval, Recertification & Review Tracking System | | | | X |
| F51Q | Quality Assurance Document Library | | | | X |
| F57 | Credit Alert Interactive Voice Response | X | | | |
| P096 | Lender Assessment Sub-System | | | | X |
| P177 | Disposition Property Control System | | | X | |
| P217 | Client Activity Reporting System | X | X | X | X |
| P233A | TransAccess | X | X | | |

This schedule applies to the Single Family Housing Integration (SFHI) System, including single family housing mortgage insurance legacy systems with the exception of the Institutional Master File (F51), Approval, Recertification & Review Tracking System (F51A), and the Quality Assurance Document Library (F51Q).

**ITEMS**

Item 1.   Source Data.

The SFHI System receives data from sources supporting all system modules and legacy systems for storage in the Single Family Data Warehouse (SFDW) for use by all SFHI System modules.

**TEMPORARY.** Destroy/delete data after it is edited, merged, formatted, and loaded into SFDW data marts for storage.

Item 2.   Stored Data in Single Family Data Warehouse
The SFDW supports the integration of SFHI System data sources into a single repository for the purpose of enterprise-wide data collection, storage, distribution, and transaction processing.  Business processes supported by the SFDW include all four SFHIP business modules.

(a)  Appraiser Review System (ARS) Data Mart.  This data mart is used to support the appraiser monitoring function of the BPAM module.  Data consists of case level appraiser data received from the Computerized Homes Underwriting Management System (CHUMS) (F17).

**TEMPORARY.**  Cut off at end of Fiscal Year in which program participation ends.  Destroy 3 years after cut off.

(b)  Claims Data Mart.  This data mart is used to support claims review, analysis and default monitoring.  These data consist of case level claims data, including: Initial Claims Application Data (Part A) containing information relating to the mortgage, property, property condition, mortgagee, payment history and the foreclosure or assignment process and Fiscal Data (Part B) consisting of allowable expenses and accrued interest, summary information relating to receipts and disbursements by the mortgagee which affect the amount of the insurance claim.  Data is received from Post Maintenance File (PMF) (A43C).

**TEMPORARY.**  Cut off at end of Fiscal Year in which final mortgage insurance benefit paid.  Destroy 6 years after cut off.

(c)  Default Data Mart.  This data mart provides case level data for all FHA mortgages that are 30 or more days delinquent.  Data is received from the Single Family Default Monitoring Subsystem (F42D).  These data include information about the mortgagee, mortgagor, and mortgage default status.

**TEMPORARY.**  Cut off at end of fiscal year in which default episode ends.  Destroy 3 years after cut off.

(d) Default Summary Data Mart. This data mart provides monthly case level summary data for all FHA mortgages that are 30 or more days delinquent. Data is received from the Single Family Default Monitoring Subsystem (F42D).

**TEMPORARY.** Cut off monthly and destroy.

(e) Generic Debt Management Data Mart. This data mart provides the status of a debtor's account and other pertinent debtor information relating to the servicing of defaulted loans. Data is received from the Generic Debt Management System (F71A), a subsystem of the Debt Collection and Asset Management System (F71).

**TEMPORARY.** Cut off at end of fiscal year when case closed. Destroy 1 year after cut off for cases paid-in-full or 5 years after cut off for all other types of closed cases.

(f) Ginnie Mae (GNMA) Data Mart. This data mart represents loan-level data and loan liquidation activity reported by Ginnie Mae (GNMA) each month. Only pooled loans with FHA (single- or multifamily) or PIH insurance are included. This data is provided by Ginnie Mae for loans in GNMA Mortgage-Backed Securities (MBS) pools that are also insured by FHA or PIH.

**TEMPORARY.** Cut off at end of fiscal year and destroy.

(g) Home Equity Conversion Mortgage (HECM) Data Mart. This data mart contains case level data on reverse mortgage loans insured by FHA. Data is received from the Home Equity Conversion Mortgage System (F12).

**TEMPORARY.** Cut off at end of fiscal year in which case closed. Destroy 6 years after cut off.

(h) Home Mortgage Disclosure Act (HMDA) Data Mart. This data mart contains loan data reported by mortgage lending institutions to the Federal Reserve Board under the provisions of the HMDA. Data is received from the Federal Reserve Board.

**TEMPORARY.** Cut off at end of fiscal year and destroy.

(i) Hurricane Data Mart. This data mart contains loan level data by state for areas affected by Hurricanes Katrina, Ophelia, and Rita. These data are derived from the Integrated Database (IDB) Data Mart and the Default Data Mart.

**TEMPORARY**. Destroy when no longer needed.

(j) Integrated Database (IDB) Data Mart. This data mart contains case-level data on every insured case in the FHA Portfolio. This data mart receives data from the following systems: Single Family Insurance System (A43); Single Family Insurance System-Claims Subsystem (A43C); Computerized Homes Underwriting Management System (F17); and Consolidated Single Family Statistical System (F42).

> (1) IDB 1.
> This data set contains approximately 250 SFDW attributes documenting the participating organizations with an obligation for a property, borrower data for an insured mortgage, FHA mortgage data, housing asset sale data, lender application data, and properties, locations, and demographics data.
>
> **PERMANENT**. Cut off at end of fiscal year. Transfer 1 restricted (masked) and 1 unrestricted copy of electronic data set to NARA at cut off. (Supersedes NARA Job No. N1-207-96-4, Item 33 (d).
>
> NOTE: These data are subject to restrictions under FOIA b (6).
>
> (2) IDB 2.
> This data set contains approximately 250 of the less frequently used attributes documenting participating organizations with an obligation for a property, borrower data for an insured mortgage, FHA mortgage data, housing asset sale data, lender application data, and properties, locations, and demographics data.
>
> **PERMANENT**. Cut off at end of fiscal year. Transfer 1 restricted (masked) and 1 unrestricted copy of electronic data set to NARA at cut off. (Supersedes NARA Job No. N1-207-96-4, Item 33 (d)).
>
> NOTE: These data are subject to restrictions under FOIA b (6).
>
> (3) IDB 1 (coborrower).
> This table contains coborrower information to support the Integrated Database, specifically the IDB 1 and IDB 2 tables.
>
> **PERMANENT**. Cut off at end of fiscal year. Transfer 1 restricted (masked) and 1 unrestricted copy of electronic data set to NARA at cut off. (Supersedes NARA Job No. N1-207-96-4, Item 33 (d)).

NOTE: These data are subject to restrictions under FOIA b (6).

(k) Loss Mitigation Portfolio Analysis Data Mart. This data mart contains case level fiscal data from the Single Family Insurance System (A80) documenting accounting activities associated with loan defaults.

**TEMPORARY.** Cut off at end of fiscal year in which case closed. Destroy 3 years after cut off.

(l) Public Data Mart. This data mart contains various loan level data derived from all data marts for ad hoc and recurring reporting activities.

**TEMPORARY.** Destroy when no longer needed.

(m) Single Family Assets Data Mart. This data mart contains actuarial data associated with single family financial transactions.

**TEMPORARY.** Cut off at end of fiscal year. Destroy when no longer needed for financial reporting activities.

(n) Single Family Premium Collection System (SFPCS) Data Mart. This data mart contains summary and detailed case-level mortgage insurance premium transaction data for insurance premiums that are paid to HUD by the servicer or holder of the mortgage loan.

**TEMPORARY.** Cut off at end of fiscal year in which loan terminated. Destroy 6 years after cut off.

(o) Single Family Property Disposition (SAMS) Data Mart. This data mart contains case-level property data used by HUD to track and monitor single family property disposition activities.

**TEMPORARY.** Cut off at end of fiscal year when property sold. Destroy 3 years after cut off or when no longer needed, whichever is sooner. (Supersedes NARA Job No. NC1-207-79-13, Items 21-26).

(p) Title I Property Improvement Loan Debt Collection Data Mart. This data mart contains Title I case-level data about debts owed to HUD under Title I loans. Data is received from the Debt Collection and Asset Management System (F71).

**TEMPORARY.** Cut off at end of fiscal year when case closed. Destroy/delete 1 year after cut off for cases paid-in-full or 5 years after cut off for all other types of closed cases.

(q) Underwriting Reporting System (URS) Data Mart. This data mart contains data about the creditworthiness of a borrower that is used to

determine eligibility for FHA insured financing. Data is received from the Computerized Homes Underwriting Management System (CHUMS) (F17).

**TEMPORARY**. Cut off at end of fiscal year when mortgage insurance application accepted/denied. Destroy/delete 3 years after cut off.

Item 3.  Outputs

SFDW data are used to: 1) create loan level records providing documentation relating to mortgage insurance applications and case binders, pre-endorsement reviews, appraisals, credit ratings, and insurance approvals or denials in the Loan Origination Module; 2) create loan level records documenting loan insurance status and servicer information, upfront and periodic insurance premium payments, and approved and denied claims in the Loan Insurance Management Module; 3) create case level records documenting conveyance and recording activities, property maintenance and payment activities, listing, marketing, and selling activities, assigned loan status and servicer activities, assigned loan sale activities, and housing counseling activities in the Asset Management Module; and 4) create case level records documenting business partner application activities, business partner application approval/rejection notification activities, lender monitoring activities such as credit watch, neighborhood watch, and field review materials, servicer monitoring activities such as loss mitigation performance and tier ranking analysis, appraiser monitoring activities such as the Watch Program, and marketing and management contractor monitoring activities in the Business Partner Approval and Compliance Module.

**TEMPORARY**. Destroy when superseded, obsolete, or no longer needed to protect legal rights, whichever is later.

Item 4.  System Documentation

(a)  SFHIP System and Legacy System Technical Documentation. Records include data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and related records.

**TEMPORARY**. Destroy when superseded, obsolete, or no longer needed.

NOTE:  This item does not include Integrated Database (IDB) Data Mart technical documentation.

(b)  Integrated Database (IDB) Data Mart Technical documentation. Records include data dictionary, code tables, record layout, user guides, and related records.

**PERMANENT**. Transfer most recent version of the technical documentation to NARA at the time when the IDB data files are transferred. (Supersedes NARA Job No. N1-207-94-4, Item 33 (c))