

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
Public and Indian Housing (PIH)

3. MINOR SUBDIVISION
Occupancy Division

4. NAME OF PERSON WITH WHOM TO CONFER
Earl N. Simons
William Smith

5. TELEPHONE
(202) 708-0744
(202) 708-1444

LEAVE BLANK (NARA use only)

JOB NUMBER 11-207-96-5

DATE RECEIVED 12-08-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-5-96 ARCHIVIST OF THE UNITED STATES
John W. Cal

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 8 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 <u>12/1/95</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joyce C. Hamm</i> Joyce C. Hamm	TITLE Chief, Records and Directives Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION RECORDS DISPOSITION SCHEDULE 35 LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS The Department of Housing and Urban Development (HUD) is proposing to add the attached item 75 to HUD Records Disposition Schedule 35, "Low Income Public Housing and Rental Assistance: Program Records." This proposed addition will provide records disposition standards for the Multifamily Tenant Characteristics System (MTCs) - F86 System. The F86 System provides the central data repository for the households assisted by Section 8 (Existing Certificate, Voucher and Moderate Rehabilitation), Public Housing and Native American Housing programs managed by the Office of Public and Indian Housing. See the attached list of Record Descriptions and Requested Disposition Authorities. After NARA's approval, this schedule will be incorporated into Handbook 2225.6 REV-1, as Item 75 of Appendix 35. VOLUME ON HAND: <u>49</u> tape cartridges ANNUAL ACCUMULATION: <u>50</u> tape cartridges	9. GRS OR SUPERSEDED JOB CITATION <i>Earl N. Simons</i> Earl N. Simons, Occupancy Division, PHO	10. ACTION TAKEN (NARA USE ONLY) <u>06-22-95</u> Date
		<i>J. Peter Kelly</i> General Counsel	<u>6-23-95</u> Date
		<i>Mary Dicker</i> Inspector General	<u>6-27-95</u> Date

All changes to this proposed schedule have been approved by

Susan Eater 9/13/96 *Joyce C. Hamm* 9/10/96
NARA appraiser date Agency representative date

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: Multifamily Tenant Characteristics System (MTCS)

System Code: F86

Description: MTCS is a mainframe system used to maintain input data at Headquarters. It is the central repository for data on households assisted by Section 8 (Moderate Rehabilitation Program, Rental Certificate and Voucher Programs), Public Housing and Native American Housing programs managed by the Office of Public and Indian Housing (PIH). This data is used to monitor compliance with a wide variety of statutory and regulatory requirements set forth by the PIH and the Office of Fair Housing and Equal Opportunity. In addition, the Office of Policy Development and Research uses MTCS data to develop policies and to monitor HUD assisted housing programs. MTCS is the only source of detailed tenant data which identifies families covered by assisted housing programs. As such, this data is held under the Privacy Act System of Records (agency number HUD/H-11, Multifamily Tenant Characteristics Data). This system is not used for financial transactions.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
75.	a. Work files. Consist of temporary files used to process data.	Delete when no longer needed.
	b. Test files. Consist of data used to assure program accuracy.	Delete from mass storage and move to tape if not accessed within 45 days. Destroy tape if not accessed within 1 year.

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Item

No.

Description of Records

Disposition

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| c. | Documentation. Consists of an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of automated data processing systems. Includes, but not limited to the completed: inventory listing of files being transferred with record count, records layout with data elements numbered, data elements dictionary, Privacy Act system notice covering the records when applicable; and the Technical Description for Transfer of Electronic Records to the National Archives (NA Form 14097) or its equivalent. | PERMANENT. Transfer 1 copy of current file to the National Archives (NA) with related data files. |
| (1) | Documentation Updates. | PERMANENT. Transfer 1 copy of updates to NA with the related data files. |

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(2) 2	Documentation replaced by updates.	Dispose after replacement updates have been received by NA.
(2) 3	Documentation updates no longer being replaced, updated, used or needed by HUD.	PERMANENT. Transfer the original set to NA with the related transaction files before the system becomes inactive, is replaced, suspended or deleted whichever is sooner.
d.	Input. Consists of media used solely to enter data into the system.	
(1)	Transaction files. Consist of automated data files on tapes received and maintained monthly by System Manager. These files are written in ASCII with all extraneous control characters removed from the data and blocked not higher than 32,760 bytes per block. Are used to update the current version of data file/master file in the system each month.	Destroy when no longer needed.

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(2)	Transaction file updates.	Destroy when no longer needed.
(3)	Transaction files no longer used or needed to update data files.	Destroy when no longer needed.
(4)	Table files (used to provide specific information unique to a program.	Delete when 1 year old.
e.	Data files. Reflect the current version of data in the system at a given time.	
(1)	For the time period covering the initial operation of the system (12/89) through 2/94.	PERMANENT. Transfer an ASCII copy immediately to NA.
(2)	For the time period covering 3/94 to the present.	PERMANENT. Transfer a current ASCII copy of the data files to the NA every 5 years beginning 3/99.

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f.	Output.	
(1)	History files. Consist of obsolete master or transaction files for historical use or reference.	
(a)	End of quarter history files	Delete when 3 years old.
(b)	All other history files.	Delete when 120 days old.
(2)	Output report files.	Delete when 14 days old.
(3)	Output reports (paper, diskettes, microfiche).	
(a)	Master set kept by system sponsor.	
<u>1</u>	Annual reports.	Destroy when 3 years old.
<u>2</u>	Semiannual reports.	Destroy upon receipt of annual report summarizing the monthly reports.

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<u>3</u>	Monthly reports.	Destroy upon receipt of annual report summarizing the monthly reports.
<u>4</u>	Weekly reports.	Destroy upon receipt of monthly report summarizing the weekly reports.
<u>5</u>	Daily reports.	Destroy upon receipt of weekly report summarizing the daily reports.
<u>6</u>	As requested reports.	Destroy when 1 year old.
(b)	All other sets.	
<u>1</u>	Annual reports.	Destroy when 1 year old.
<u>2</u>	Semiannual, monthly, weekly and daily reports.	Destroy upon receipt of report that summarizes as specified in f(3) (a) <u>2</u> , <u>3</u> , <u>4</u> and <u>5</u> as appropriate.
<u>3</u>	As requested reports.	Destroy when 1 year old.

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	(4) Data files (used to provide formatted data to other systems or programs).	Delete 45 days after data has been provided and verified.
g.	Security backup files. Consist of data identical to physical format to a master file or data base and kept in case the master file or data base is damaged or erased.	
	(1) Files identical to records scheduled as permanent.	Delete when the identical records have been successfully copied, verified and transferred to the NA or when replaced by subsequent security backup files.
	(2) Files identical to records scheduled as temporary.	Delete when identical records have been deleted or when replaced by subsequent security backup files.
h.	System program library file. Consists of all programs and job control statements/instructions needed to run a system.	Delete 3 years after system or program is replaced on inactive list.

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i.	Data base file. Consists of an organized collection of data, designed to serve the user organization's needs.	Purge contents of file (data/records) and write to history file when inactive for 1 year.