

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI 207 78 8	
DATE RECEIVED	
DEC 29 1977	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-26-78 Date	<i>James B. [Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
 Department of Housing & Urban Development

2. MAJOR SUBDIVISION
 Community Planning & Development

3. MINOR SUBDIVISION
 Office of Community Development Programs

4. NAME OF PERSON WITH WHOM TO CONFER William D. Hanson, CCR, room 7282	5. TEL. EXT. 755-1871
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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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 12/28/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert S. Devlin</i> Robert S. Devlin	E. TITLE Management Analyst
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>REHABILITATION LOANS AND GRANTS</u></p> <p><u>Rehabilitation Loan Program</u></p> <p>Section 312 of the Housing Act of 1964, P.L. 88-560, as amended (see Attachment 1), authorizes loans to owners or tenants to rehabilitate property in urban renewal, neighborhood development, and code enforcement projects, and certified areas to make property conform to applicable public standards. The maximum 20 year loans at 8 percent interest generally do not exceed \$17,400 for each residential unit and \$50,000 for business properties. A mortgage is generally required if the loan is for \$3,500 or more.</p> <p>Local public agencies engaged in the rehabilitation program handle the initial contact with potential applicants. Applications are then sent to HUD for processing and approval. After disbursement of funds, loans for residential property are forwarded to the Federal National Mortgage Association. FNMA arranges for and supervises loan servicing by private institutions. Nonresidential loans are serviced by FNMA or other Federal agencies. When</p>		

sent to agency, all FRCs, NCW, NNR, NNB, NMF - 4/28/78 8 items

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>the loan is repaid, a release of lien is executed. HUD has the release recorded at the office of the appropriate local official. When the executed release is recorded, the lien instrument and release is transmitted to the mortgagor. Prior to August 1972, HUD did not have the release of lien recorded.</p> <p><u>Rehabilitation Grants</u></p> <p>Section 115 of Title I of the Housing Act of 1949, P.L. 171, as amended authorizes grants not to exceed \$3,500 to individuals and families who own and occupy structures in urban renewal, neighborhood development, and code enforcement projects and certified areas to cover the cost of repairs and improvements necessary to make the property conform to applicable codes and standards. Grants are also available to rehabilitate property which has been determined to be uninsurable because of physical hazards after inspection pursuant to a statewide property insurance plan approved by the Secretary. The grants are made through local public agencies, payable from grant funds provided for specific projects. Case files are not established for individual grants. Documents relative to rehabilitation grants are filed with other documents in the individual project folders. Records schedules for the individual programs provide retention periods for these records.</p> <p><i>William D. Hanson</i> Program concurrence <u>12/27/77</u> Date William D. Hanson, CCR, Office of Community Development Programs</p> <p><i>Elton J. Lester</i> Legal concurrence <u>12/27/77</u> Date Elton J. Lester, OGC, Assistant General Counsel for Block Grants</p>		

Records Disposition Schedule

Records Relating to Rehabilitation Loans and Grants

This Schedule provides disposition instructions for Headquarters and field office records relating to rehabilitation loans and grants. The records were previously unclassified.

Item No.	Description of Records	Disposition
1.	General subject files relating to the administration and management of the Rehabilitation Loan Program.	
	a. Headquarters, Regional and Area Office files.	Break files annually. Destroy when 3 years old.
	b. General subject files maintained in Headquarters, Office of Community Development Programs, specifically documenting the evolution of policies, functions, organizations, and procedures related to the Rehabilitation Loan Program.	Permanent. Retire to the Federal Records Center as volume warrants. Transfer to the National Archives 1 year after close of program, or 1 year after final settlement of all loans.
2.	Chronological files.	Break files annually. Destroy when 3 years old.
3.	Residential and Nonresidential Application and Loan files, including delinquent loans returned to HUD for collection or liquidation action. Files include applications; requests for employment verification; record of deposit and mortgage or Deed of Trust; Truth in Lending Statement; contractor's bid; statement of work completion, final inspection, final payment to contractor, and loan settlement. Also includes record of transfer of loan to Federal	

Withdraw

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4/4/78*

Records Disposition Schedule

Records Relating to Rehabilitation Loans and Grants

Item No.	Description of Records	Disposition
3. (continued)	<p>National Mortgage Association or other Federal agency for servicing; loan servicing documents including Mortgage Loan Record, insurance policies, payment receipts, collection actions, new payment plan, demand letter, recommendation for legal action to effect collection, letter advising borrower that loan is being returned to FNMA or other Federal agency for servicing, and notice that loan is repaid or settled.</p> <p>Area Office files.</p>	<p>Destroy 3 years after repayment of loan or other final settlement.</p>
4.	<p>Residential and Nonresidential Loan Files (legal or collateral files) including delinquent loans returned to HUD for collection or liquidation action containing promissory note, mortgage or Deed of Trust, Truth in Lending Statement, title insurance policy, title report, LPA attorney's opinion, notice of payment of loan, HUD action to remove mortgage from city or county property records, letter returning promissory note and Deed of Release to borrower, and any related correspondence.</p>	<p> Destruction not authorized. Return to Housing Management Staff in Area Office for appropriate action. <i>Destroy 3 years after release of lien is recorded.</i></p>
a.	<p>Copy of Deed of Release on loans where HUD did not take action to remove the mortgage from city or county property records.</p>	<p> Destruction not authorized. Return to Housing Management Staff in Area Office for appropriate action. <i>Destroy 3 years after release of lien is recorded.</i></p>

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TYPING GUIDE SHEET

Records Disposition Schedule

Records Relating to Rehabilitation Loans and Grants

Item

No.

Description of Records

Disposition

4. (continued)

b. All other documents and correspondence remaining after promissory note and Deed of Release have been forwarded to borrower, including case files where HUD did take action to record release of lien.

Destroy 3 years after repayment of loan or other final settlement.

5. Cancelled, withdrawn, or disapproved applications.

Destroy 1 year after cancellation, withdrawal, or disapproval.

6. Statistical information, including copies of Rehabilitation Loan and Grant applications, and statistical abstracts forwarded to Headquarters as initial data for the Rehabilitation Loans and Grants ADP System.

Destroy after verification of data on related magnetic tape.

7. Rehabilitation Loans and Grants Machine Readable System. This ADP System provides detailed information concerning Section 115 Rehabilitation Grants and Section 312 Rehabilitation Loans, by geographical area and by characteristics of the property and the recipient.

~~Destroy when no longer needed, or 10 years following repayment or final settlement of last loan.~~

PERMANENT. Transfer current master to the National Archives immediately and future updates on an annual basis

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4/4/78*

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