

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*Case NCI 12 Jun 78*

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

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

2. MAJOR SUBDIVISION  
 Assistant Sec. for Housing-Fed. Housing Commissioner

3. MINOR SUBDIVISION  
 Office of Loan Management

4. NAME OF PERSON WITH WHOM TO CONFER  
 Fred W. Pfaender, Room 6156

5. TEL EXT  
 755-5677

LEAVE BLANK	
JOB NO	<b>NCI 207 78 12</b>
DATE RECEIVED	<b>JUN 13 1978</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
DATE	<b>AUG 3 1978</b>
<i>James E. O'Heill</i> ACTING Archivist of the United States	

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 4 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 <b>4/5/78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Berlin</i>	E. TITLE Departmental Records Management Officer
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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>Records Disposition Schedule 10</p> <p>Records Relating to Multifamily Insured Programs</p> <p>This schedule provides disposition instructions for Headquarters records produced as a result of the Department's subsidized and unsubsidized multifamily insured programs. The instructions pertain to Headquarters multifamily administrative, management, and operational records, and include records relating to such special programs as rent supplement, cooperatives, condominiums, hospitals, nursing homes, and medical practice facilities.</p> <p>This schedule supersedes previously approved Records Schedule 10 dated June 1974. The development of these standards may be traced through National Archives Job No. NN-169-130, approved August 25, 1969.</p> <p>Note attached HUD Handbook 1130.1, Organization: Assistant Secretary for Housing--Federal Housing Commissioner, and descriptive program pages and statistical tables.</p>	<p><b>NN-169-130</b></p>	<p><i>Fel. Gorb</i>                      Program Concurrence</p> <p><b>2/8/78</b>                      Date</p> <p><i>W. A. ...</i>                      Legal Concurrence</p> <p><b>3-13 78</b>                      Date</p>

*Sent to NNR NMF Agency + New*  
*8-8-78* *AD* *15 items*

Records Disposition Schedule 10

Records Relating to Multifamily Insured Programs

This schedule provides disposition instructions for Headquarters records produced as a result of HUD's subsidized and unsubsidized multifamily insured programs. The instructions pertain to Headquarters multifamily administrative, management, and operational records, and include records relating to such special programs as rent supplement, cooperatives, condominiums, hospitals, nursing homes, and medical practice facilities. Multifamily field office records are covered in Records Disposition Schedule 1, Field Office Records.

Item No.	<u>Description of Records</u>	<u>Disposition</u>
1.	General subject correspondence pertaining to the administration and management of the production phase of all multifamily insured programs.	Break files annually. Destroy when 3 years old.
2.	Chronological files pertaining to the administration and management of the production phase of all multifamily insured programs.	Break files annually. Destroy when 3 years old.
3.	General administrative reference files, including copies of personnel, travel, and general housekeeping records.	Use applicable General Records Schedules.
4.	Correspondence and reports relating to specific projects. Materials include and pertain to applications, project selection, processing, and mortgage servicing activities.	Transfer all records on the specific project to the Headquarters project mortgage servicing file. See Schedule 10, item 7.
	a. Where a long term obligation of the Government is created by endorsement, contract, or otherwise.	
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Records Disposition Schedule 10

Records Relating to Multifamily Insured Programs

Item No.	Description of Records	Disposition
4.(continued)	b. Where no long term obligation of the Government is created to require servicing, as when an application is withdrawn or a commitment denied.	Destroy 6 years after date of last entry.
5.	General subject correspondence pertaining to the administration and management of all aspects of multifamily mortgage servicing.	Break files annually. Destroy when 3 years old.
6.	Chronological files pertaining to the administration and management of all aspects of multifamily mortgage servicing.	Break files annually. Destroy when 3 years old.
7.	Project Mortgage Servicing Correspondence Docket. Duplicate files are maintained in Headquarters and in the respective servicing field office for each multifamily project. Each file chronologically documents each project's history from inception through the performance of any mortgage covenants, and adherence to any regulatory agreements, applicable laws, and Departmental regulations. Included are underwriting and processing forms, rent schedules, annual inspection reviews on maintenance, management reports, default notices, modification agreements, and other data. The files are active for the life of the mortgage, which can be as long as 40 years. (as set on this page)	Transfer to Federal Records Center at close of fiscal year in which the Secretary ceases to have any liability and/or interest in the project. Destroy 6 years after the Secretary ceases to have any liability and/or interest in the project.

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Records Disposition Schedule 10

Records Relating to Multifamily Insured Programs

Item No.	<u>Description of Records</u>	<u>Disposition</u>
8.	<p>Washington (Legal) Docket. The docket contains application, contract, title, mortgage, corporate, and fiscal sections, and the forms and documents in each section are arranged in accordance with FHA Form No. 2471, Contents of Washington Docket.</p>	<p>Transfer to Federal Records Center at close of fiscal year in which the Secretary ceases to have any liability and/or interest in the project. Destroy 6 years after the Secretary ceases to have any liability and/or interest in the project.</p>
9.	<p>Headquarters copies of financial statements on multifamily projects. Files contain financial statements pertaining to the operations of the mortgagor corporations having FHA-insured mortgages under various project mortgage insurance programs where provisions of the charter or regulatory agreement provide for the submission of such statements to HUD.</p>	<p>Screen files upon receipt of current financial statement, and destroy any statements that are more than 6 years old. Merge with Project Mortgage Servicing Correspondence Docket and Washington (Legal) Docket, <i>and See items 7 and 8</i></p>
10.	<p>Multifamily Default System. This major, cumulative loan management machine readable system tracks projects acquired by HUD or which involve a mortgage assigned to HUD or an insured mortgage in default. The system provides the Office of Loan Management with an automated data base for the preparation of management and statistical reports.</p>	<p><del>transfer to Federal Records Center at close of fiscal year in which Secretary ceases to have any liability and/or interest in the project. Destroy 6 years after the Secretary ceases to have any liability and/or interest in the project.</del> <i>of this schedule jkl 7/28/78</i></p>
<p>a. System master file. (Six more typing lines left on this)</p>		<p>Apply provisions of General Records Schedule 20. First generation data may be disposed of after fourth successful update.</p>

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Records Disposition Schedule 10

Records Relating to Multifamily Insured Programs

Item No.	Description of Records	Disposition
10.	(continued)	
	b. System output reports.	
	(1) Copies maintained by Director, Office of Loan Management.	Destroy when no longer needed, or when 2 years old, whichever occurs first.
	(2) All other distributed copies.	Destroy when superseded or obsolete, or after fourth successful update, whichever occurs first.
11.	Multifamily Early Warning System (MEWS). This machine readable system assists in identifying subsidized multifamily housing projects which may be headed for default. Using data collected monthly from the project managers, the system compares occupancy and several financial indicators with pre-established norms.	
	a. System master file.	Apply provisions of General Records Schedule 20. First generation data may be disposed of after fourth successful update.
	b. System output reports.	Destroy after third successful update.

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