

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NARA) Washington, DC 20408		Job Number NI-207-04-1	
1. From: (Agency or establishment) Department of Housing & Urban Development		Date Received 12/15/05	
2. Major Subdivision Public and Indian Housing, PIH		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision Low-Income Public Housing and Rental Assistance			
4. Name of Person with whom to confer Pauline Grant	5. Telephone (include area code) (202) 708-0614 x7297	Date 5/19/05	Archivist of the United States Allen Weinstein

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 <u>6</u> 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:			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative Carmelita Bridges		Title Departmental Records Officer	Date (mm/dd/yyyy) 12/16/04

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
75.	<p style="text-align: center;">RECORDS DISPOSITION SCHEDULE 35</p> <p>LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE</p> <p>PUBLIC & INDIAN HOUSING (PIH)</p> <p>The Department of Housing & Urban Development, (HUD) is proposing to add item 75, PIH (PIC) Electronic System to Schedule 35, Public & Indian Housing.</p> <p>The proposed new item will provide descriptions and dispositions for the PIC Electronic System records. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office (GAO) concurrence is not required. See the attached descriptions of Records and Disposition instructions for the PIC Electronic System records for your approval.</p>	NI-207-96-5 C. Jones for Skenna Public & Indian Housing, (PIH) Mary Ducker Office of Inspector General, (OIG) W. E. Noyes Office of General Counsel, (OGC)	 12-3-04 12-3-04

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: PIH Information System (PIC) – Form 50058

System Code: P113

Description: The MTCS no longer exists. Its functionality has been incorporated into the PIH Information System (PIC) Form 50058 module. It is the central repository for data 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 PIH and the Office of Fair Housing and Equal Opportunity. In addition, the Office of Policy Development and Research uses 50058 data to develop policies and to monitor HUD assisted housing programs. PIC Form 50058 is the only source of detailed tenant data which identifies families covered by assisted housing programs. As such, this data is under the Privacy Act system of records (agency number HUD/H-11, Form 50058). This system is not used for financial transactions.

Item

No. Description of Records

Disposition

- | | | |
|---------------|---|---|
| / 75/ a. | Work Files. Consist of temporary files used to process data. | TEMPORARY. Move to disk backup when files are no longer needed to process data. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes. |
| b. | Test Files. Consist of data used to assure program accuracy. | TEMPORARY. Move to tape if not accessed within 45 days. Retain tape for 1 year. Thereafter, delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 1a). |
| c. | Inputs. Consist 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 32,000 bytes per block. Used to update the current version of data file/master file in the system each month. | TEMPORARY. Move to tape backup when tracking is completed. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes. |

(2) Transaction file updates.

TEMPORARY. Move to tape backup when transaction is completed. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

(3) Transaction files no longer used or needed to update data files.

TEMPORARY. Move to tape backup when transaction is completed. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

(4) Table files (used to provide specific information unique to a program).

TEMPORARY. Move to tape backup after one year. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

d. **Data Files.** Reflect the current version of data in the system at any given time.

(1) For the time period covering the initial operation of the system December, 1959 through February, 1994.

PERMANENT. Transfer a copy of the data immediately to the National Archives in accordance with 36 CFR 1228.270

(2) For the time period covering March, 1994 to the the present.

PERMANENT. Transfer a current copy of the data files to the National Archives every five years beginning March, 1999 in accordance with 36 CFR 1228.270.

e. **Outputs.**

(1) History Files. Consist of obsolete master or transaction files for historical use or reference.

(a) End of quarter history files.

TEMPORARY. Move to tape backup when three years old. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

(b) All other history files.

TEMPORARY. Move to disk backup after 120 days. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

(2) Output report files.

TEMPORARY. Move to disk backup

after 14 days. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

(3) Output reports (paper, diskettes, microfiche)

(a) Master set kept by system sponsor.

1 Annual reports.

TEMPORARY. Move to tape backup when three years old. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

2 Semiannual reports.

TEMPORARY. Move to disk backup upon receipt of annual reports summarizing the monthly reports. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

3 Monthly reports.

TEMPORARY. Move to disk backup upon receipt of annual reports summarizing the monthly reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

4 Weekly reports.

TEMPORARY. Move to disk backup upon receipt of annual reports summarizing the weekly reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

5 Daily reports.

TEMPORARY. Move to tape backup upon receipt of annual reports summarizing the daily reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

6 As requested reports.

TEMPORARY. Move to tape backup when one year old. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

(4) All other sets.

1 Annual reports.

TEMPORARY. Move to tape backup after one year. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

2 Semiannual, monthly, weekly and daily reports.

TEMPORARY. Move to disk backup upon receipt of reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

3 As requested reports.

TEMPORARY. Move to disk backup after one year. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

4 Data files (used to provide formatted data to other systems or programs)

TEMPORARY. Move to disk backup after 45 days or after data has been verified. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

f. **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.

(1) Documentation updates.

PERMANENT. Transfer one copy to the National Archives with system data as indicated in items d(1) and d(2) above.

(2) Documentation replaced by updates.

PERMANENT. Transfer one copy to the National Archives with system data as indicated in items d(1) and d(2) above.

(3) Documentation updates no longer being replaced, updated, used, or needed.

PERMANENT. Transfer one copy to the National Archives with system data as indicated in items d(1) and d(2) above.

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.

TEMPORARY. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.
(GRS 20, item 8a)

(2) Files identical to records scheduled as temporary.

TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.
(GRS 20, item 8b)

h. **System program library file.** Consists of all programs and job control statements/instructions needed to run a system.

TEMPORARY. Move to tape backup after three years or after the system or program is placed on inactive list. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or operational purposes.