| | 1 t |
|---|---|
| REQUEST, FOR PECCROS DISPOSITION AUTHORITY | LEAVE BLANK (NARA use only) |
| (See Instructions on reverse) | NI-207-06-2 |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) | DATE RECEIVED / |
| WASHINGTON, DC 20408 1. FROM (Agency or establishment) | 1/20/06 |
| Department of Housing and Urban Development | NOTIFICATION TO AGENCY |
| 2. MAJOR SUBDIVISION | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, |
| Office of Multifamily Housing (MFH) | including amendments, is approved except for items that may be marked "disposition |
| 3. MINOR SUBDIVISION | not approved" or "withdrawn" in column 10. |
| 4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE | DATE ARCHIVIST OF THE UNITED STATES |
| Pauline Grant, Mgmt. Analyst (202) 708-0614 x Oliver Walker, RMLO, Housing (202) 708-0614 x | DATE ARCHIVIST OF THE UNITED STATES 7297 1/2-106 Mu Warnt - |
| | 1 / |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters p | ertaining to the disposition of its records |
| and that the records proposed for disposal on the attached 6 page | e(s) are not now needed for the business |
| of this agency or will not be needed after the retention periods spect the General Accounting Office, under the provisions of Title 8 of the | e GAO Manual for Guidance of Federal |
| Agencies, | · |
| is not required; is attached; or | has been requested. |
| DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE | |
| 1/17/06 Carmelita Bridges Depar | tmental Records Officer |
| 7. | 9. GRS OR 10. ACTION |
| 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO. | SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY) |
| 12 RECORDS DISPOSITION SCHEDULE 10 | |
| OFFICE OF MULTIFAMILY HOUSING (MFH) | |
| TENANT RENTAL ASSISTANCE CERTIFICATION SYSTE | |
| The Department of Housing and Urban Developm | ent, Debarah fres 1/19/06 |
| (HOD) IS Submittering Delication 10, 10: | |
| Assistance Certification System, (TRACS) for your review and approval. Item 12 is bei | (MFH) |
| added to handbook 2225.6 REV-1, HUD Records | |
| Disposition Schedules, Schedule 10 to cover | " Office of General Counsel, |
| the records of the electronic system "TRACS. | (OGC) |
| | Ash Allyol |
| | Office of the Inspector |
| | General, (OGC) |
| | |
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| | |

115-109 (7/19/06)

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

SA 7/31/06 COpies sout to 1900 / NWME

2225.6 REV-1 CHG-APPENDIX 10

RECORDS DISPOSITION SCHEDULE 10

OFFICE OF MULTIFAMILY HOUSING (MFH)

TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

System Name: Tenant Rental Assistance Certification System (TRACS)

System Code: F87

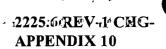
Privacy Act: TRACS is a Privacy Act System of Records.

Restrictions: TRACS is subject to FOIA b (6) and 5 USC 552 a.

System Description: TRACS is a HUD mission critical financial and program information system that interfaces with a number of other HUD systems. TRACS collects certified tenant data and subsidy payment vouchers from owners and management agents of multifamily housing projects and from HUD subsidy contract administrators. The goal of TRACS is to maintain tenant data for all rental assistance programs and to facilitate automated payments for subsidy programs when an electronic voucher request is submitted to TRACS. The voucher transactions are based on the contract and tenant data resident in the system. TRACS stores the payment history of all project-based subsidy contracts for which HUD makes monthly assistance payments.

The rental assistance programs covered by TRACS include: Section 236 Interest Reduction and Rental Assistance Payments; Section 8 New Construction/Substantial Rehabilitation Housing Assistance Payments; Section 8 Loan Management/Property Disposition Set-Aside Housing Assistance Payments; Section 221 (d) (3) Below Market Interest Rate mortgage insurance; Rent Supplement Payments; certain Section 202 programs; and Section 202/811 Project Rental Assistance Payments.

Media Neutrality: The TRACS schedule is media-neutral and applies to all records it describes regardless of whether they are created and/or maintained on paper or in an electronic format, unless otherwise specified in the schedule.



OFFICE OF MULTIFAMILY HOUSING (MFH)

TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

ITEM NO.

DESCRIPTION OF RECORDS

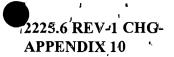
DISPOSITION

SOURCE DATA. TRACS source data are collected and sent electronically to TRACS through the Monthly Activity Transmission (MAT) system.

TRACS includes data from a variety of sources, such as:

- 1) HUD 50059 Tenant Data;
- 2) Form HUD-52670 Data (Housing Owner's Certification & Application for Housing Assistance Payments);
- 3) Form HUD-52670-A Part 1 Data (Schedule of Tenant Payments Due);
- 4) Form HUD-52670-A Part 2 (Schedule of Section 8 Special Claims);
- 5) Form HUD-52671-A through D (Special Claims Worksheets); and
- 6) Assistance payments contracts, assistance payments renewal contracts, and contract rent increases, including contract Exhibit A (Identification of Units and Contract Rents).
- 2 STORED DATA IN TRACS RELATIONAL DATABASES

TEMPORARY. Destroy source data after it has been edited for accuracy and compliance with eligibility rules and rent calculation rules, verified, input, and stored in TRACS.



OFFICE OF MULTIFAMILY HOUSING (MFH)

TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

ITEM NO.

DESCRIPTION OF RECORDS

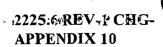
DISPOSITION

- (a) Tenant Database (HUD 50059 data). Data includes household, income, and asset information.
 - (1) Tenant Archives
 Database. Sub-set of
 data derived from
 Tenant Database.
 - (2) Extract of TRACS Tenant Data (HUD 50059 data). The Office of Policy Development and Research (PDR) receive quarterly extract files of TRACS tenant data for HUD research activities. These quarterly research files are maintained by PDR. The Extract file contains the following types of household, income, and asset data: Move In and Move Out Date; Contract Rent Amount; Utility Allowance Amount; Gross Rent; HUD Region Code; HUD Field Office Code; Subsidy Type; Race; Ethnicity; Total Tenant Payment; Tenant Rent; Market Rent; Income

TEMPORARY. Archive data to tape three (3) years after *certification effective date*.

TEMPORARY. Delete data twenty-five (25) years after tenant *move out* date or twenty-five (25) years after termination date.

PERMANENT. Transfer current year electronic data to the National Archives annually at end of calendar year. The initial transfer must include historic (1995-2006) and current electronic data.



OFFICE OF MULTIFAMILY HOUSING (MFH)

TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

ITEM NO.

DESCRIPTION OF RECORDS

DISPOSITION

and Asset data; Age; Birth Date; Sex; Name; Social Security Number; and various Household information.

These data are subject to restrictions under FOIA b (6) and 5 USC 552a

(b) Contracts Database. Data includes subsidy contract information, including the property name, address, and location, contract number, type of subsidy, property category, and property occupancy information.

TEMPORARY. Delete data twenty-five years after *contract expiration* date.

(c) Vouchers Database. Data includes subsidy-billing information, including project number, program area, payment request, voucher period, amount requested by voucher, and payment approval indicator.

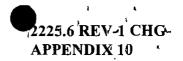
TEMPORARY. Archive data to tape five (5) years after the last voucher date or any voucher from a contract that has been terminated five (5) years or longer. Delete data from tape twenty-five (25) years after the last voucher date or any voucher from a contract that has been terminated twenty-five (25) years or longer.

OUTPUTS.

(a) Application Reports.
Includes all management reports derived from voucher and tenant data.

TEMPORARY. Destroy or delete when no longer necessary for agency business.

3



OFFICE OF MULTIFAMILY HOUSING (MFH)

TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

ITEM NO.

DESCRIPTION OF RECORDS

DISPOSITION

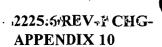
- (b) Tenant Internet/Intranet Query Reports. Ad hoc reports include current tenant data.
- (c) Voucher Internet/Intranet Query Reports. Ad hoc reports include most recent 12-months of voucher activity.

TEMPORARY. Destroy or delete when no longer necessary for agency business.

TEMPORARY. Destroy or delete when no longer necessary for agency business.

4 TECHNICAL DOCUMENTATION.

- (a) Tenant Database Dictionary and Related Documentation for Extract of TRACS Tenant Data. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.
- **PERMANENT**. Transfer most recent version to the National Archives at the time when the TRACS Extract file is transferred.
- (b) Tenant Archives Database. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.
- **TEMPORARY**. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.
- (c) Voucher Database
 Dictionary. Includes record
 layout, data format, data
 element name, descriptive
 name, data definitions, and code
- **TEMPORARY**. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.



OFFICE OF MULTIFAMILY HOUSING (MFH)

TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

ITEM NO.

DESCRIPTION OF RECORDS

DISPOSITION

tables.

- (d) Contracts Database Documentation. Includes record layout, data format, data element name, descriptive name, data definitions, and code tables.
- (e) TRACS User Guides and Manuals. Includes but not limited to TRACS Application Batch Operations Manual, Monthly Activity Transmission (MAT) User Guide, Automatic Renewal and Amendment Management System (ARAMS) User Guide, TRACS Mail User Guide, and Internet/Intranet User Guides.

TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.

TEMPORARY. Destroy or delete when superseded or obsolete.