

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

Date Received

Date

Archivist of the United States

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

Department of Housing and Urban Development (HUD)

2 Major Subdivision

Assistant Secretary for Housing

3 Minor Subdivision

Office of Multifamily Housing

4 Name of Person with whom to confer

Pauline Grant

5 Telephone (include area code)

(202) 402-7297

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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 _____ 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

☐ has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

Brenda D. Smart

for
Departmental Records Officer

6/24/2008

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>RECORDS DISPOSITION SCHEDULE 12</p> <p>OFFICE OF ASSISTANT SECRETARY FOR HOUSING</p> <p>OFFICE OF MULTIFAMILY HOUSING</p> <p>The Department of Housing and Urban Development, (HUD) is submitting a new Schedule 12, Mark-to-Market, F24B electronic system for your approval.</p> <p>The proposed descriptions and dispositions of Schedule 12, Mark-to-Market, will provide descriptions and dispositions for this new electronic system.</p> <p>See the attached descriptions and dispositions for the Mark-to-Market electronic system for your approval.</p>		<p><i>James H. [Signature]</i> 6/25/2008 Office of Multifamily Housing</p> <p><i>[Signature]</i> 7/2/08 Office of Inspector General, OIG</p> <p><i>D. Warr</i> 7-2-2008 Office of General Counsel, OGC</p>

**2225.6 REV-1 CHG-
APPENDIX 12**

RECORDS DISPOSITION SCHEDULE 12

OFFICE OF MULTIFAMILY HOUSING

System Name: Mark-to-Market (M2M)

System Code: F24B

System Description: The purpose of the Mark-to-Market (M2M) program is to retain critical affordable housing resources, represented by the supply of FHA-insured Section 8 assisted housing, and to keep these housing resources in good physical and financial condition while reducing the overall cost of the ongoing Federal subsidy. To this end, HUD evaluates properties with outstanding FHA mortgage insurance that expires in the upcoming fiscal year to determine how to best restructure these contracts. The M2M system more effectively handles properties entered into the M2M program. It provides access to data in a timely manner and improves reporting capabilities at both the Field and Headquarters levels. The application is integrated with ongoing HUD data quality efforts in particular by sourcing core M2M data elements from the new Real Estate Management System (REMS) database.

System Name: Mark-to-Market (M2M)

Description: The M2M system is a web-based application which is integrated within the Housing Enterprise Real Estate Management System's (HEREMS) database family, and also integrated with the Web Access Security System (WASS). The purpose of M2M is to aid in the administration of the contract renewal and restructuring of Section 8 Housing properties. Housing subsidy contracts are expiring on thousands of privately-owned multifamily properties with Federally-insured mortgages. Many of these contracts set rents at amounts higher than those of the local market. As these Section 8 subsidy contracts expire, the M2M program reduces rents to market levels and restructures existing debt to levels supportable by these rents. Participating Administrative Entities (PAEs) under contract with HUD are required by legislation to report to the Director of the Office of Affordable Housing Preservation (OAHP, formerly OMHAR, the Office of Multifamily Housing Assistance Restructuring) the status and the results of restructurings. The M2M system provides a standardized reporting tool for the PAEs to report on the progress of the restructurings and the results of the restructuring plans. OAHP assigns properties to PAEs, and uses the system to track the progress and status of each contract and to report to Congress as legislatively mandated.

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RECORDS DISPOSITION SCHEDULE 12

OFFICE OF MULTIFAMILY HOUSING

Item No.	Description of Records	Disposition
1.	Input Data. The M2M System receives data electronically through a web-based application for use by all M2M system modules. Data includes property and loan term information, section 8 contract information, financial information, property operating statement information, and debt restructuring information.	Temporary. Destroy/delete data after it is edited, merged, formatted, and loaded into M2M database. GRS 20, Item 2(b)
2.	Stored Data in M2M Relational Database	
	(a) Debt Restructuring Process Tracking Module. The module is used as a monitoring tool to determine if a property is meeting the critical date milestones required as part of the debt restructuring process. Data includes dates, property, and project information.	Temporary. Cut off at end of fiscal year in which restructuring plan is approved/denied. Destroy 3 years after cut off.
	(b) Debt Restructuring Process Module. This Module is used for underwriting analysis and financial modeling in order to approve or deny project application. Data includes Property and loan term information, financial information, property operating statement information, and debt restructuring information.	Temporary. Cut off at end of fiscal year in which restructuring plan is approved/denied. Destroy 7 years after cut off.
	(c) Closing Module This module is used to confirm the terms at closing for final operating purposes and tracking third party participation in the restructuring process. Data includes loan term information, final rent determinations, and related information	Temporary. Cut off at end of fiscal year when deal is closed. Destroy 7 years cut off.

RECORDS DISPOSITION SCHEDULE 12

OFFICE OF MULTIFAMILY HOUSING

Item No.	Description of Records	Disposition
3.	Outputs Ad hoc and recurring reports produced for monitoring, evaluating, and managing recertification and restructuring process.	Temporary. Destroy when superseded, obsolete, or no longer needed.
4.	System Documentation M2M System Technical Documentation. Records include data systems specifications, file specifications, codebooks, record layouts, user guides, outputs specifications, and related records.	Temporary. Destroy when superseded, obsolete, or no longer needed. GRS 20, Item 11(a)(1)