

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

LEAVE BLANK

JOB NO

N1-207-89-5

DATE RECEIVED

6/15/89

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 Secretary for Administration

3 MINOR SUBDIVISION

Office of Finance and Accounting

4 NAME OF PERSON WITH WHOM TO CONFER

Joseph McCloskey, Insurance Claims Div.

5 TELEPHONE EXT

755-8238

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE

4/6/88

ARCHIVIST OF THE UNITED STATES

[Signature]

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 10 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☒ is attached, or ☐ is unnecessary.

B DATE

6/13/88

C SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: Robert J. Quinn]

D TITLE

Departmental Records Management Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

RECORDS DISPOSITION SCHEDULE 14

FINANCE AND ACCOUNTING AUTOMATED SYSTEMS FILES

The attached item is proposed to cover the files of the Single Family Distributive Shares and One-Time Refunds System (F26), a finance and accounting automated system. The F26 system was the subject of an Office of Inspector General audit which led to the development of draft HUD Handbook 2229.1, Records Disposition Scheduling for Automated Systems. The attached item is the first to be developed using the procedures in the draft Handbook (now in Departmentwide clearance). A copy of the Handbook was sent to NARA's Records Appraisal and Disposition Division in a September 15, 1988, letter.

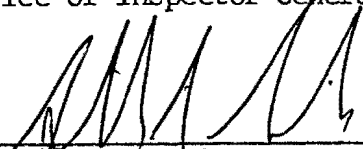
HUD plans to schedule the files of 7 other finance and accounting automated systems by the end of FY 89; the rest, over the next few years. The files of each automated system will be covered in a separate schedule item. Since there are 34 finance and accounting systems to be scheduled, a new HUD Records Disposition Schedule 14, "Finance and Accounting Automated Systems Files," is being created which will eventually contain items covering all those systems.

The Insurance In Force (IIF) Small Homes System (F22) is the only finance and accounting automated system already scheduled -- item 30 of HUD Records Disposition Schedule 20, "Single Family Home Mortgage Insurance Records." Since the F22 system files were scheduled in 1980, before the draft Handbook was

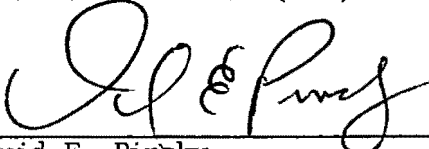
*Copies sent to agency
HNT, nny 4/12/98*

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	<p>developed, the item will need to be revised at some future date and added to new Schedule 14.</p> <p>HUD proposes to establish a new HUD Records Disposition Schedule 14, "Finance and Accounting Automated Systems Files," with a new item 1 to read as shown in Attachment 1. Attachment 2 contains the pages from HUD's "Inventory of Automated Systems," dated 9/30/88, which describe the F26 system scheduled in item 1.</p> <p>(see attached for concurrences)</p> <p>_____ Dave Decker Director, ADP Operations Staff (ZASA) Office of Inspector General</p> <p>_____ Stephen A. Martin Director, Office of Single Family Housing (HSS)</p> <p>_____ Charles M. Farbstein Assistant General Counsel Administrative Law (GML)</p> <p>_____ David E. Pinsky Assistant General Counsel Home Mortgage Insurance (GHH)</p>		

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	<p>✓ <i>Charles M. Farbstain</i> Charles M. Farbstain Assistant General Counsel Administrative Law (GML)</p> <p>_____ Date 6/7/89</p>		
	<p>_____ David E. Pinsky Assistant General Counsel Home Mortgage Insurance (GHH)</p> <p>_____ Date</p>		

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APPENDIX 14

RECORDS DISPOSITION SCHEDULE 14

FINANCE AND ACCOUNTING AUTOMATED SYSTEMS FILES

This schedule covers the files of finance and accounting automated systems. The files of each system will be covered in a separate schedule item.

The following alphabetical index to the systems covered by the schedule will be expanded as new items are approved by the National Archives and Records Administration and added to this schedule:

<u>System Name</u>	<u>Code</u>	<u>Item</u>	<u>Page</u>
Single Family Distributive Shares and One-Time Refunds	F26	1	2

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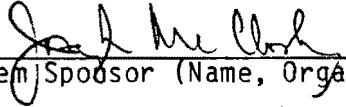
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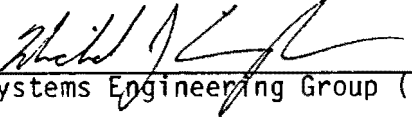
Item No.	<u>Description of Records</u>	<u>Disposition</u>
1.	Single Family Distributive Shares and One-Time Refunds System (F26). This system processes refund payments data for terminated FHA insurance.	
a.	Work files. Consist of temporary files used to process data.	Delete when no longer needed.
b.	Test files. Consist of data used to assure the accuracy of a program.	Delete from mass storage and move to tape if not accessed within 45 days; destroy tape if not accessed within a 1-year period.
c.	Documentation. Consist of an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of ADP systems.	Destroy 3 years after system is placed on inactive list.
d.	Master files. Reflect the current state of a data file in a system at a given time.	Delete end-of-fiscal-year master files when 7 years old; delete end-of-quarter master files when 3 years old; delete all other master files when 120 days old.
e.	Input. Consists of these media used solely to enter data into the system:	
	(1) Hard copy (forms, reports or other documents).	Destroy hard copy after microfiche is checked and verified; destroy microfiche and any unfiled hard copies when 7 years old.
	(2) Transaction files (automated files used to update a master file).	Delete 60 days after information has been transferred to the master file and verified.
	(3) Table files (used to provide specific information unique to a program)--both hard copy and automated files.	Delete when 7 years old.


<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
f.	Output.	
(1)	History files. Consist of obsolete master or transaction files retained for historical use or reference.	Delete end-of-fiscal-year history files when 7 years old; delete end-of-quarter history files when 3 years old; delete all other history files when 120 days old.
(2)	Output report files.	Delete when 45 days old.
(3)	Output reports (paper, diskettes, microfiche).	
(a)	Master set kept by system sponsor.	
<u>1</u>	Annual reports.	Destroy annual payment reports when 7 years old; destroy others when 3 years old.
<u>2</u>	Semiannual reports.	Destroy upon receipt of annual report summarizing the semi-annual reports.
<u>3</u>	Monthly reports.	Destroy upon receipt of semi-annual report summarizing the monthly reports.
<u>4</u>	Weekly reports.	Destroy upon receipt of monthly report summarizing the weekly reports.
<u>5</u>	Daily reports.	Destroy upon receipt of weekly report summarizing the daily reports.
<u>6</u>	As requested reports.	Destroy when 1 year old.
(b)	All other sets.	
<u>1</u>	Annual reports.	Destroy when 1 year old.
<u>2</u>	Semiannual, monthly, weekly, and daily reports.	Use disposition instructions in f(3)(a) <u>2</u> , <u>3</u> , <u>4</u> and <u>5</u> above.

APPENDIX 14

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
<u>3</u>	As requested reports.	Destroy when 1 year old.
(4)	Data files (files used to provide formatted data to other systems or programs.)	Delete 45 days after information has been transferred and verified.
g.	Security backup files. Consist of data identical in physical format to a master file or data base and kept in case the master file or data base is damaged or inadvertently erased.	Delete when the identical records have been deleted, or when replaced by subsequent security backup files.
h.	System program library file. Consists of all programs and job control statements/instructions needed to run a system.	Delete 3 years after system or program is placed on inactive list.
i.	Data base file. Consists of an organized collection of data, designed to serve the user organization's needs.	Purge contents of file (data/records) and write to history file when inactive for 1 year.


 System Sponsor (Name, Organization) 3/12/90
 Date
 Joseph McCloskey, Director, Insurance Operations Division (AFMO), Office of Finance and Accounting


 Systems Engineering Group (Name, Division) 3/13/90
 Date
 Michael J. Cunningham, Chief, Single Family Insurance Systems Maintenance Branch (AISMM), Office of Information Policies and Systems


 Computer Services Group (Name, Division) 3/8/90
 Date
 Thomas A. McLean, Chief, Project and File Management Branch (AICM), Office of Information Policies and Systems