

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Housing & Urban Development

2. MAJOR SUBDIVISION
Office of Housing (H)

3. MINOR SUBDIVISION
Office of Multifamily Housing

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline Grant
Charles Patterson, RMLO, (HOAM)

5. TELEPHONE
708-1891
708-0826

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-207-94-6

DATE RECEIVED
10/19/95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
1-17-96

ARCHIVIST OF THE UNITED STATES
John W. Cant

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 4 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; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>10/02/95</i>	<i>Johnny Hodge</i> Johnny Hodge	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>RECORDS DISPOSITION SCHEDULE 10 - RECORDS RELATING TO MULTIFAMILY INSURED PROGRAMS</p> <p>(SEE ATTACHED PAGES)</p> <p style="text-align: right;">VOLUME ON HAND: <u>24</u> cubic feet ANNUAL ACCUMULATION: <u>5</u> cubic feet</p>	<p><i>Albert Sullivan</i> <i>10/10/95</i> Albert B. Sullivan Office of Housing</p> <p><i>J. J. [Signature]</i> Office of General Counsel</p> <p><i>[Signature]</i> Office of Inspector General</p> <p><i>[Signature]</i> Ass't Sec. for Field Mgmt.</p> <p><i>[Signature]</i> Office of Finance and Accounting</p>	<p><i>7/13/95</i> Date</p> <p><i>8/22/95</i> Date</p> <p><i>8/11/95</i> Date</p> <p><i>8/30/95</i> Date</p> <p><i>8/31/95</i> Date</p>

APPENDIX 10

HUD 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.

Exceptions: Item 12 of this schedule covers Field Office records. Item 13 covers Headquarters and Field Office records.

The rest of the multifamily Field Office records are covered in HUD Records Disposition Schedule 1, "Field Office Records." However, the multifamily records items in Schedule 1 will be incorporated into Schedule 10 as part of its next major revision.

Item**No.****Description of Records****Disposition**

13. Flexible Subsidy Loan Files.
The Flexible Subsidy program consists of the Operating Assistance Program (OAP) and the Capital Improvement Loan Program (CILP). Both programs provide loans on a competitive basis to privately owned, federally assisted multifamily housing projects to restore or maintain the physical and financial soundness of the projects at the lowest possible cost to the Federal Government.

CILP loans are amortizing loans where the payments begin after the loan proceeds are distributed. HUD can require that OAP deferred/contingent loans be repaid in installments from residual receipts at the end of each fiscal

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	<p>year or be repaid in full when the property is sold, the mortgage insurance is terminated, or the mortgage is paid off.</p> <p>This item covers Flexible Subsidy program records kept in Headquarters and Field Offices.</p>	
a.	<p>Disapproved or withdrawn applications. These files include applications received after the deadline.</p>	<p>Use item 17-3a of HUD Records Disposition Schedule 3.</p>
b.	<p>Official loan case files. These files are kept in Field Offices. These files contain approved loan applications, background material used to make funding decisions, Management Improvement and Operating Plans (MIO's), funding reservations, original loan documents, certifications, worksheets, management reviews, reports, correspondence, and related documents.</p>	<p>Retire to Federal Records Center 1 year after both the Flexible Subsidy and the Mortgage Loan have been paid in full. Destroy 7 years after both subsidy and loan have been paid in full.</p>

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c.	Financial accounting documents related to the loan (accountable officers' files). These files are kept by the appropriate financial accounting office in HUD. They include the record copies of the executed contracts.	Use General Records Schedule 6, item 1a.
d.	Copies of loan application packages with background material sent to Headquarters with Field Office recommendations for approval. Records include Headquarters' decisions to approve or disapprove the applications for funding. These files are kept in Headquarters.	Retire to Federal Records Center 1 year after date of decision on approval of the loan, or anytime thereafter that volume warrants. Destroy 6 years and 3 months after date of decision on approval of the loan.
e.	Headquarters records on funding allocations to the Field Offices, including nonrecord copies of the executed contracts.	Destroy when 7 years old.
f.	Records related to Flexible Subsidy program before 1980 when it was a grant program.	Use HUD Records Disposition Schedule 11, Housing Grant Records.