#### REQUEST FOR RECORD SPOSITION AUTHORITY LEAVE BLANK (See Instructions on reverse) JOB NO TO GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 DATE RECEIVED 1. FROM (AGENCY OR ESTABLISHMENT) Department of Housing & Urban Development NOTIFICATION TO AGENCY 2. MAJOR SUBDIVISION Assistant Secretary for Housing-In accordance with the provisions of 44 U.S.C. 3303a the disposal re-Federal Housing Commissioner quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 3. MINOR SUBDIVISION Office of Technical Support 4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL EXT Robert P. Cunningham, Director Rm. 6158 755 5730 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 \_\_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified. A Request for immediate disposal. F B Request for disposal after a specified period of time or request for permanent retention. C. DATE SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE Management Analyst 8. DESCRIPTION OF ITEM 10. SAMPLE OR ITEM NO ACTION TAKEN (With Inclusive Dates or Retention Periods) JOB NO. RECORDS DISPOSITION SCHEDULE 5 TECHNICAL SUPPORT RECORDS This Schedule provides disposition instructions for those records generated by the Office of Technical Support, Assistant Secretary for Housing-Federal Housing Commissioner. It supersedes previously approved Records Schedule 5 dated 6/74. Office of Technical Support The Office of Technical Support, headed by a Director, is the principal technical adviser to the Assistant Secretary-Federal Housing Commissioner. This Office supports the Program Deputy Assistant Secretaries by providing technical guidance and assistance in the formulation, implementation and monitoring of assigned programs; and by providing, through them and the Field Support Staff, technical advice and quidance to the Regions and field offices on all technical

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The Office:

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11 4

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7. ITEM NO		8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	(1)	Establishes and maintains architectura engineering, and land planning standar guidelines, methods, techniques and cr for all programs under the National Holact and all assisted housing programs.	ds, iteria		•
`	(2)	Develops, maintains, and interprets alminimum property standards applicable HUD-approved projects and dwelling site	to		
•	(3)	Evaluates technical suitability of method materials, and products to be used in structures accepted for mortgages or leinsured under the National Housing Actamended by Section 521.	oans		·
	(4)	Maintains continuing research in competer residential design and modern methods at techniques including liaison with the of Policy Development and Research on substantive content of building technologies are it conducts on behalf of this Office; provides related technical advisors.	and Office the logy	y   	·
	(5)	Provides technical consultative service other government agencies concerning the technical aspects of housing programs a policies; maintains liaison with archiengineering, and other professional so in the field of housing.	ne and tectura		
	(6)	Develops policies, standards, and guide with respect to the technical aspects of the development of all HUD-insured and publicly assisted housing.			
	(7)	Develops and maintains cost evaluation architectural processing, finance, more credit, real estate and valuation processor for single family and multifamily house under the National Housing Act and the Title X Land Development Program and for correction of structural defects in new homes and defects in existing homes und Section 518(a) and (b) of the Act.	igage edures ing or		
	(8)	Develops, implements, and conducts training programs in coordination with the Office Management.			

Request	Request for Records Disposition Authority - Continuation			PAGE OF	
7. ITEM NO		8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	(9)	Develops, maintains, and interprets lar use environmental standards applicable dwelling sites and develops procedures implement the provisions of the Nationa Environmental Policy Act of 1964.	to to		•
	(10)	Provides advice and assistance to the Deputy Assistant Secretaries in the moring and evaluating of technical underwaterivities of HUD Regional and field of	nitor-		
	(11)	Interprets technical aspects related to construction of nursing homes, hospital programs, intermediate care facilities group practice facilities.	L	·	
	(12)	Develops and recommends policies, technistandards and procedures for land acquiappraisal, real estate tax and title for land acquisition and disposition for housing programs of HUD.	isition unction		
	Appr	Office of Technical Support includes an aisal and Mortgage Risk Division and an itecture and Engineering Division.			
	(a)	APPRAISAL AND MORTGAGE RISK DIVISION (OF TECHNICAL SUPPORT)	OFFICE		
		The Appraisal and Mortgage Risk Division the technical authority for the determine of risk associated with the insured morprograms, architectural procedures, and Land Development program and provides nical assistance, as required, for assistance programs. It consists of a Valuation Branch, a Mortgage Credit Branch Architectural Procedures Branch, and Construction Cost Branch.	ination rtgage d the tech- isted	n	
	(b)	ARCHITECTURE AND ENGINEERING DIVISION OF TECHNICAL SUPPORT)	(OFFIC	<u> </u>	
		The Architecture and Engineering Division is the technical authority for all architeral and engineering standards relative HUD's housing programs, both insured assisted. It consists of a Standards a Components and Structural Engineering	hitec- ng to nd Branch		

Request f	or Records Disposition Authority – Continuation	JOB NO		PAGE OF
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Branch, a Materials Acceptance Branch, Field Services Branch.	and a		
•	Program Concurrence Date			
	Janus Rosses 9-19-77  Regal Concurrence Date	•		,·
	•			·
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## Technical Support Records

Item

This Schedule provides disposition instructions for those records generated by the Office of Technical Support, Assistant Secretary for Housing-Federal Housing Commissioner.

No.	Description of Records	<u>Disposition</u>
1.	Correspondence of the Director, Office of Technical Support.	Break files annually. Destroy when three years old.
2.	General Subject Correspondence Pertaining to the Technical Support Function. Copies of all Headquarters Technical Support correspondence. Includes Congressional, Insti- tutional, Public, Inter-Agency, and Intra-Agency correspondence covering the interpretation of instructions, requests for waivers (as in the approval of special methods of construction), and various routine, repetitive aspects of Technical Support activities.	Break file annually. Transfer to Federal Records Center when two years old. Destroy when six years old.
3.	Supervisory Reports. Includes special investigative reports on Technical Support and Underwriting matters, and general and special reports covering architecture, valuation, processing, cost problems, land planning, mortgage credit, and sanitary, structural, and mechanical engineering, and other technical problems.	Break file annually. Destroy when five years old.
4.	Reference copies of HUD Tech- nical and Underwriting Manuals, Letters, Training Handbooks, and issuances.	Destroy when superseded or obsolete.

### Technical Support Records

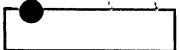
	Technical Support Records	
Item No.	Description of Records	Disposition
5.	Technical Support Budget File. Consists of conven- ience copies of budget data submitted to the Office of Budget.	Destroy when two years old.
6.	Travel Records. Office copies of travel authorizations, vouchers, itineries, and related correspondence.	Destroy when two years old.
	General Technical	Records
7.	Technical Reference Files. Files maintained for infor- mational and operational use in specialized Technical Support areas. Information	Destroy when supe seded or obsolete Review annually.

Support areas. Information pertains to architecture, valuation, mortgage credit, land planning, construction cost, review and analysis, and property requirements. Information also relates to sanitary, structural, and mechanical engineering, materials, and special construction methods.

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- 8. Construction Cost Data Files.
  - Construction cost reports a. received from field offices, which include current locality adjustment percentages.
- Maintain in office of for two years, then retire to Records Center. Destroy when 20 years old.
- Field office documentation of Low Rent Public Housing prototype cost limits for all States, territories, and established prototype cost areas.

Maintain in office for two years, then retire to Records Center. Destroy when ten years old.

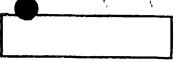


## Technical Support Records

Item No.	Description of Records	Disposition
9.	Field Office Correspondence.	Break files annually. Destroy when three years old.
10.	Reference copies of Regional Review Reports. Maintained by various Technical Support activities to facilitate Headquarters supervision of field Technical Support operations.	Destroy when super- seded or obsolete, or when two years old.
11.	Chronological Files of Technical Support Correspondence.	Break files annually. Destroy when three years old.
12.	Technical Support Training Material.	Destroy when super- seded or obsolete. Review annually.
13.	Administrative (facilitative and housekeeping) correspondence, pertaining to the internal operations of the Technical Support Branches.	Break file annually. Maintain for one additional year and then destroy.
14.	Special methods of construction correspondence. Prepared by architectural function in connection with construction proposals. Includes Interoffice memoranda furnished as comments for preparation of letters to field offices.	Break files annually. Destroy when three years old.
15.	Appraisal Reports. These are appraisal reports for office buildings. They are designed	Destroy when seven years old.

## Technical Support Records

15. (cont)	to establish the reasonable- ness of rentals, and include appraisal reports made for other Government Agencies upon request. The appraisals are related to specific large properties.	,
	Pibliography of Urban Boal	
16.	Bibliography of Urban Real Estate Appraisal, with Supplements. A resume of writing on all phases of real estate appraisal, compiled by HUD Valuation officials.	Destroy when superseded or obsolete.
17.	Valuation Guidance Corres- pondence. Guidance and pro- cedural material used in connection with the Valuation function.	Break file annually. Destroy when six years old.
18.	Subject, Credit Guide and Procedural Correspondence. Copies of established policies and interpretive decisions including correspondence with mortgages and mortgagors; legal rulings, and Headquarters decisions on cases submitted for review by field offices; processing instructions on specific cases; and general interpretive decisions of overall mortgage credit policy.	Break file annually. Transfer to Federal Records Center when three years old. Destroy when six years old.
19.	Contract for Credit Reports. Files contain reports, correspondence, and related data.	Destroy six years after expiration date of contract.



#### Technical Support Records

No.

Description of Records Minimum Property Standard Files. Files contain reference copies of Handbooks, issuances, other printed materials, with revisions, and related correspondence. Arranged by subject design and construction criteria for Housing, Rehabilitation, Swimming Pools, Water and Sewerage Disposal Systems, Mobile Home Parks, and Solar Heating and Domestic Hot Water Systems. Includes obsolete construction standards, structural engineering bulletins and rulings, and supplemental property requirements. Minimum Property Standards are intended to provide a sound technical basis for the planning and design of housing under HUD programs.

Disposition
Destroy when
superseded or
obsolate, or
when no longer
needed for
reference purposes.

21. Minimum Property Standards
Master Drafts and Review
Data. These files are
maintained for reference
purposes in developing
and revising the Standards.

Destroy when superseded or obsolete. Review annually.

22. General Subject and Technical Correspondence Files Pertaining to Minimum Property Standards. Files contain correspondence with manufacturers, prefabricators, various associations, and and field offices.

Break files annually. Destroy when superseded or obsolete, or when six years old, whichever occurs first. Review annually.

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## Technical Support Records

Records Disposition Schedule 5

# Item No. Description o

## No. Description of Records

- 23. Environmental and Economic Impact Statements Related to Minimum Property Standards.
- 24. General Correspondence, Summaries, Reviews, and Evaluations Pertaining to Routine Administrative and Program Performance and Practice in Field Offices.
- 25. Computerized Underwriting Processing System (CUPS). This machine-readable System facilitates underwriting processing from time or conception through property appraisal, mortgage credit analysis, and cost estimation.

### Disposition

Destroy when superseded or obsolete.

Break files annually. Destroy when three years old.

Destroy when no longer needed for Agency use, or when five years old, whichever occurs first.