

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Housing & Urban Development

2. MAJOR SUBDIVISION Assistant Secretary for Housing-
Federal Housing Commissioner

3. MINOR SUBDIVISION

Office of Technical Support

4. NAME OF PERSON WITH WHOM TO CONFER

Robert P. Cunningham, Director Rm. 6158

5. TEL EXT

755 5730

LEAVE BLANK

JOB NO

NC 1-287-78-4
OCT 1977

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-2-77 James B. Rhoads
Date Archivist of the United States

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 6 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.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

| | | | |
|---------------------------|--|---------------------------------------|------------------|
| C. DATE <u>8/26/77</u> | D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Robert P. Cunningham</u> | E. TITLE <u>Management Analyst</u> | |
| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
| | <p>RECORDS DISPOSITION SCHEDULE 5</p> <p>TECHNICAL SUPPORT RECORDS</p> <p>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.</p> <p><u>Office of Technical Support</u></p> <p>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 guidance to the Regions and field offices on all technical matters. The Office:</p> | | |

115-107
sent to agency. NCW, NNF & NNR - 12/4/77 25 items

Request for 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 |
|---------------|---|---------------------------|---------------------|
| | <ul style="list-style-type: none"><li data-bbox="201 270 1151 439">(1) Establishes and maintains architectural, engineering, and land planning standards, guidelines, methods, techniques and criteria for all programs under the National Housing Act and all assisted housing programs.<li data-bbox="201 465 1151 566">(2) Develops, maintains, and interprets all minimum property standards applicable to HUD-approved projects and dwelling sites.<li data-bbox="201 592 1151 762">(3) Evaluates technical suitability of methods, materials, and products to be used in structures accepted for mortgages or loans insured under the National Housing Act as amended by Section 521.<li data-bbox="201 788 1151 1024">(4) Maintains continuing research in contemporary residential design and modern methods and techniques including liaison with the Office of Policy Development and Research on the substantive content of building technology research it conducts on behalf of this Office; provides related technical advice.<li data-bbox="201 1050 1151 1245">(5) Provides technical consultative services to other government agencies concerning the technical aspects of housing programs and policies; maintains liaison with architectural, engineering, and other professional societies in the field of housing.<li data-bbox="201 1272 1151 1407">(6) Develops policies, standards, and guidelines with respect to the technical aspects of the development of all HUD-insured and publicly assisted housing.<li data-bbox="201 1433 1151 1729">(7) Develops and maintains cost evaluation, architectural processing, finance, mortgage credit, real estate and valuation procedures for single family and multifamily housing 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 under Section 518(a) and (b) of the Act.<li data-bbox="201 1755 1151 1850">(8) Develops, implements, and conducts training programs in coordination with the Office of Management. | | |

Request for 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 |
|---------------|--|---------------------------|---------------------|
| | <p>(9) Develops, maintains, and interprets land use environmental standards applicable to dwelling sites and develops procedures to implement the provisions of the National Environmental Policy Act of 1964.</p> <p>(10) Provides advice and assistance to the Program Deputy Assistant Secretaries in the monitoring and evaluating of technical underwriting activities of HUD Regional and field offices.</p> <p>(11) Interprets technical aspects related to the construction of nursing homes, hospital programs, intermediate care facilities and group practice facilities.</p> <p>(12) Develops and recommends policies, technical standards and procedures for land acquisition, appraisal, real estate tax and title functions for land acquisition and disposition for housing programs of HUD.</p> <p>The Office of Technical Support includes an Appraisal and Mortgage Risk Division and an Architecture and Engineering Division.</p> <p>(a) <u>APPRAISAL AND MORTGAGE RISK DIVISION (OFFICE OF TECHNICAL SUPPORT)</u></p> <p>The Appraisal and Mortgage Risk Division is the technical authority for the determination of risk associated with the insured mortgage programs, architectural procedures, and the Land Development program and provides technical assistance, as required, for assisted housing programs. It consists of a Valuation Branch, a Mortgage Credit Branch, an Architectural Procedures Branch, and a Construction Cost Branch.</p> <p>(b) <u>ARCHITECTURE AND ENGINEERING DIVISION (OFFICE OF TECHNICAL SUPPORT)</u></p> <p>The Architecture and Engineering Division is the technical authority for all architectural and engineering standards relating to HUD's housing programs, both insured and assisted. It consists of a Standards Branch, a Components and Structural Engineering</p> | | |

Request for 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 |
|---------------|--|---------------------------|---------------------|
| | <p>Branch, a Materials Acceptance Branch, and a Field Services Branch.</p> <p> Program Concurrence <u>9-16-77</u> Date</p> <p> Legal Concurrence <u>9-19-77</u> Date</p> | | |

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.

| <u>Item No.</u> | <u>Description of Records</u> | <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, Institutional, 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 Technical and Underwriting Manuals, Letters, Training Handbooks, and issuances. | Destroy when superseded or obsolete. |

Records Disposition Schedule 5

Technical Support Records

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|-----------------|---|-----------------------------|
| 5. | Technical Support Budget File. Consists of convenience copies of budget data submitted to the Office of Budget. | Destroy when two years old. |
| 6. | Travel Records. Office copies of travel authorizations, vouchers, itineraries, and related correspondence. | Destroy when two years old. |

General Technical Records

| | | |
|----|--|--|
| 7. | Technical Reference Files. Files maintained for informational and operational use in specialized Technical 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. | Destroy when superseded or obsolete. Review annually. |
| 8. | Construction Cost Data Files. | |
| | a. Construction cost reports 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. |
| | b. 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. |

Records Disposition Schedule 5

Technical Support Records

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|-----------------|--|--|
| 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 superseded 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 superseded 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 Inter-office 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. |

Records Disposition Schedule 5

Technical Support Records

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|-----------------|--|---|
| 15. (cont) | to establish the reasonableness of rentals, and include appraisal reports made for other Government Agencies upon request. The appraisals are related to specific large properties. | |
| 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 Correspondence. Guidance and procedural 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 mortgagees 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. |

Records Disposition Schedule 5

Technical Support Records

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|---------------------|---|--|
| 20. | 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. | Destroy when superseded or obsolete, 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. |

Records Disposition Schedule 5

Technical Support Records

| <u>Item No.</u> | <u>Description of Records</u> | <u>Disposition</u> |
|---------------------|---|---|
| 23. | Environmental and Economic Impact Statements Related to Minimum Property Standards. | Destroy when superseded or obsolete. |
| 24. | General Correspondence, Summaries, Reviews, and Evaluations Pertaining to Routine Administrative and Program Performance and Practice in Field Offices. | Break files annually. Destroy when three years old. |
| 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. | Destroy when no longer needed for Agency use, or when five years old, whichever occurs first. |