

Office of Single Family

This schedule provides disposition instructions for the Office of Single Family Home Mortgage Insurance Program for records accumulating in Headquarters and in the Field Offices as well as provides disposition instructions for records relating to the Department's property disposition activities. This Schedule also covers records related to Title 1 records.

Item Number	Description of Record	Retention Instructions	Disposition Authority
1	<p>Monthly and Quarterly Reports. Files includes monthly and quarterly reports used for informational and reference purposes.</p>	<p>Temporary Keep 3 latest reports and destroy previous reports.</p>	<p>NARA Job NCI-207-79-8, item 20</p>
2	<p>Accountability Reports. This report identifies HUD Field Offices and individuals charged with Home Mortgage Insurance case binders current and those held for over 30 days.</p>	<p>Temporary Keep 3 latest reports and destroy previous reports.</p>	<p>NARA Job NC1-207-79-8, item 25</p>
3	<p>Monthly Reports of Field Office Operations and Subsidiary Reports (Copies). These are non-record copies of various recurring reports summarizing the data on Field Office activity posted to the Daily Work Sheet. and inventory reports on projects.</p>	<p>Temporary Destroy 1 year after annual inventory of cases.</p>	<p>NARA Job NCI-207-79-8, item 15</p>
4	<p>Weekly Report of Field Office Operations (Copy). This non-record report provides data on processing activities in more detail and at more frequent intervals than the Monthly Reports of Operations under item 15.</p>	<p>Temporary Destroy after preparation of the monthly report of operations.</p>	<p>NARA Job NCI-107-79-8, item 16</p>

5	<p>Daily Work Sheet or Equivalent. File includes the recapitulation of Daily Work Sheet summarizing the basic actions posted to the Status Record Cards. These non-record controls are used in preparing recurring monthly reports.</p>	<p>Temporary Destroy after 6 months.</p>	<p>NARA Job NCI-207-79-8, item 17</p>
6	<p>Narrative Report File Contains copies of reports to Headquarters regarding defaulted Title 1. Class 1 and 2 cases maintained to enable a determination to be made as to whether a suit by the Department of Justice is feasible. Also includes photographs and a copy of single-line floor plans.</p>	<p>Temporary Destroy after 2 years. Except for those reports covering property acquired or in process of being acquired by the Secretary.</p>	<p>NARA Job NN-167-116, item 37</p>
7	<p>Field Office Circular Letters Letters of instruction to HUD employees, mortgagees, builders, and others doing business with HUD. They keep the addressees fully informed of the policies, requirements, and procedures covering official HUD operations</p>	<p>Temporary Make 1 copy of each Field Office circular letter inactive 2 years after close of calendar year involved. Destroy 5 years after close of calendar year involved.</p>	<p>NARA Job NN-169-112. item 42</p>
8	<p>Issuances (Handbooks, Guides, Circulars, Notices, Mortgage Letters, and FHA Manual Systems).</p>	<p>Temporary Destroy obsolete <i>or</i> superseded material after 3 years.</p>	<p>NARA Job NN-169-107,</p>
9	<p>Default Status Correspondence. This file contains correspondence pertaining solely to FHA Form No. 2068 reports, filed in case number sequence and chronologically within each case folder, latest date on top.</p>	<p>Temporary Destroy when (a) property is conveyed; (b) insurance contract is terminated; or (c) the account is reinstated.</p>	<p>NARA Job NN-167-116, item 51</p>
10	<p>Lenders' File. File contains correspondence regarding servicing by approved lenders, audit reports, mortgagee review reports, indemnification agreements, and copies of correspondence related to specific mortgagees</p>	<p>Temporary Destroy when 5 years old.</p>	<p>NARA Job N1-207-93-1, item 21</p>

<p>11</p>	<p>Assignment Request Case File. Files relates to requests from financially distressed mortgagors requesting assistance to avoid foreclosure on their homes. Includes all documents received from the mortgagee and mortgagor, all correspondence on the case, documentation of all telephone calls and conferences, Assignment Requests Case History Sheet (Form HUD 92210), and correspondence relating to the administration of the Home Mortgage Assignment Program.</p>	<p>Temporary Destroy 3 years after final decision has been announced to the mortgagee and mortgagor and case is closed.</p>	<p>NARA Job NCI-207-79-8, item 22</p>
<p>12</p>	<p>Assignment Processing Control Log, (Form HUD 92205). Log is maintained by each Field Office to ensure that workload is closely maintained, and assignments processed promptly. The assignment and processing actions are recorded daily. The log is used to Prepare the Monthly Assignment Processing Report, Form HUD 92211, and other special reports as needed.</p>	<p>Temporary Maintain on an annual basis. Destroy when 3 years old.</p>	<p>NARA Job NC1-207-79-8, item 23</p>
<p>13</p>	<p>Monthly Assignment Processing (Report Form HUD 92111). This workload report consolidates information appearing on the Assignment Processing control log, Form HUD 92205. Includes requests for assignments and completed processing actions from mortgagors and mortgagees.</p>	<p>Temporary Destroy 3 years after completion of all legal and administrative actions.</p>	<p>NARA Job NC1-207-79-8, item 24a</p>

<p>14</p>	<p>Single Family Home Mortgage Insured Case Files-All Programs.</p> <p>a. Case files endorsed prior to 1968.</p> <p>(1) Cases related to Distributive Share and identified for retention by Office of Finance and Accounting (OFA).</p> <p>(2) All remaining case files.</p>	<p>Temporary</p> <p>Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed, then destroy.</p> <p>Temporary</p> <p>Destroy immediately.</p>	<p>NARA Job N1-207-88-1, item 1a(1)</p> <p>Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed. then destroy under authority of General Records Schedule 6. item la</p> <p>NARA Job NI-207-88-1, item la(2)</p>
	<p>b. Case files endorsed from 1968 through 1986.</p> <p>(1) Cases related to Distributive Shares and identified for retention by OFA</p> <p>(2) Section 235 cases currently maintained in the Federal Records Center will be screened and segregated according to lists provided by HUD's Office of Housing.</p> <p>(3) All remaining case files.</p>	<p>Temporary</p> <p>Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed.</p> <p>Temporary</p> <p>Destroy 6 years after mortgage insurance is terminated.</p> <p>Temporary</p> <p>Destroy 12 years after close of calendar year in which endorsed</p>	<p>NARA Job N1-207-88-1. item 1b</p> <p>Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed. then destroy under authority of General Records Schedule 6. item la.</p> <p>NARA Job NI-207-88-1, item 1b(2)</p> <p>NARA Job NI-207-88-1, item 1b(3)</p>
	<p>c. Case files endorsed beginning in 1987.</p> <p>(1) Section 235 case files endorsed beginning in 1987 will be screened and maintained in originating Field Office.</p> <p>(2) All other Single Family case files.</p>	<p>Temporary</p> <p>Destroy 6 years after mortgage insurance is terminated.</p> <p>Temporary</p> <p>Destroy 12 years after close of calendar year in which endorsed.</p>	<p>NARA Job NI-207-88-1, item lc(1)</p> <p>NARA Job N1-207-88-1, item 1c(2)</p>

	d. Field Office Single Family Case Binders endorsed between January 1, 1972 and December 31, 1976. These so-called "split files" were transferred directly from HUD Field Offices to NARA's Federal Record Centers.	Temporary Destroy 36 years after the close of the calendar year in which endorsed.	NARA Job NCI- 207-84-5, item 1d
15	Field Office Case Files (Proposed Construction Plans, Description of Material and Inspection Reports). These files were created before October 1, 1987, to include documents not filed in the insured case binder. The files were kept in the Field Office or transferred to Federal Records Center for disposal after 6 years, to meet the conditions of the warranty and Section 518. Beginning on October 1, 1987, the documents are interfiled in the insured case binder (see item 14 above) and a separate Field Office Case File is no longer created.	Temporary After final endorsement or any time after final endorsement that volume warrants make file inactive. Destroy 6 years after final endorsement.	NARA Job -N1-207-89-3, item 2
16	Non-insured cases. Include both proposed and existing construction. a. Where Valuation rejects application for conditional commitment	Temporary Destroy 3 months after rejection of application.	NARA Job N1-207-89-3, item 3a
	b. Where conditional commitment expires (or is cancelled) and file does not have a Mortgage Credit rejection.	Temporary Destroy 3 months after conditional commitment expires (or is cancelled).	NARA Job NI-207-89-3. item 3b
	c. Where conditional commitment expires (or is cancelled) and file contains a mortgage Credit rejection)	Temporary Mark file as Mortgage Credit rejection and transfer to Mortgage Credit. Destroy 26 months after Mortgage Credit rejection.	NARA Job NI-207-89-3, item 3c
17	Complaint File. This is a confidential file of borrower's or other individual's complaint	Temporary	NARA Job NCI-207-79-8, item 4; item 5; item 6

	correspondence regarding to construction deficiencies.	1 year after settlement of complaint or when volume warrants Make file inactive. Destroy 6 years after settlement of complaint.	
	a. Unjustifiable Complaints. No Action. This file contains copies of complaints (originals are sent to builders) and correspondence between HUD and complainant.		
	b. Construction Complaint Case History Card File is a record of action taken or pending on complaints from individuals purchasing homes subject to HUD insured mortgages.		
18	Reconsideration Status Record Cards. These files show processing action in reconsidered cases.	Temporary Destroy 3 months after processing actions are complete.	NARA Job NCI-207-79-8, item 7
19	Case Routing Card Record File (Compliance Inspection Register Card) is a card index serving (1) as a current inventory of all cases in process in a unit. (2) as a tickler control for compliance inspection operation.	Temporary Destroy after rejection of case, completion of compliance inspection operations or closing of the case.	NARA Job NCI-207-79-8, item 8
20	Docket Transfer Records. File contains records of each transfer, to the closing officer, of documents executed by the commissioner in advance of the actual settlement and to be delivered to the buyer of acquired property in exchange for cash payment. File includes card index and copies of letters of transmittal in connection with the deliveries of such instruments.	Temporary Destroy 1 year after delivery has been made and reported.	NARA Job NCI-207-79-8, item 9
21	Closed Case Card Record File consists of insured case record cards, FHA Form 9100.3, Mortgage Insurance Certificate, and FHA Form 20868, Non-Insured Case Files.	Temporary Destroy 2 years after closing either by insurance or noninsurance.	NARA Job NCI-207-79-8, item 10

22	<p>Subdivision Reports File. This case file is used for reference and includes Regional land planning subdivision file, or information to facilitate evaluation of applications involving properties in particular subdivisions. Includes pertinent information on each processed subdivision including sewage disposal methods, established ratings of properties. Mortgage insurance requirements, engineering plans, off-site escrows. Related correspondence. etc. Includes. also, general land planning data for the file, such as HUD requirements for community water and sewage systems, neighborhood cost data on utilities, streets. and publications on principles of planning</p>	<p>Temporary Destroy when subdivision covered by the report has been fully developed but after-first removing the following, items and placing them in the tract data information file which is a part of item 13b (9), Misc. Valuation Data File: Exhibits relating to sewage disposal and water supply when other than public systems are source of service; and information on flood areas.</p>	NARA Job NC1-207-79-8, item 11
23	<p>Housing Market Report. File includes copies of survey reports. sent to Headquarters, of economic survey of housing needs and markets.</p>	<p>Temporary Destroy when 5 years old, or after a new survey is made.</p>	NARA Job NCI-207-79-8, item 12
24	<p>Technical and Miscellaneous Reference Files. Maintained to facilitate processing and appraisal of applications by providing relevant available technical, economic, architectural, legal and participant information. Included are such files as:</p> <p>a. <u>Participant files:</u></p> <ol style="list-style-type: none"> (1) Credit Control Binders. Case Files of credit data on selected operative builder mortgagors (2) Quality Adjustment Records. -records of rating given individual building contractors (3) Approved Mortgagee File. Index of Headquarters approved institutions and their authorized local agents 	<p>Temporary Destroy when superseded or obsolete.</p>	NARA Job NC1-207-79-8, item 13a

	<p>b. <u>Economic Files:</u></p> <ul style="list-style-type: none"> (1) Construction Cost Data Files (2) Periodic Cost Report Files. Copies of monthly reports to Headquarters covering current construction costs in the Field Office area. (3) Real Estate Market and Expense Data by Community (4) Real Estate Capitalization Data File (5) Schedule of Values of Easily Removable Real Estate Items (6) General Mortgages Credit Data File (7) Population Housing Statistics by Areas (8) General Economic Background. File for special areas. (9) Miscellaneous Valuation Data File 	<p>Temporary Destroy when superseded or obsolete.</p>	<p>NARA Job NCI-207-79-8, item 13b</p>
	<p>c. <u>Legal and Economic Files:</u> Land Use Regulations, Taxation, and Assessment Policies File.</p>	<p>Temporary Destroy when superseded or obsolete.</p>	<p>NARA Job NCI-207-79-8, item 13c</p>
	<p>d. <u>Technical Files:</u></p> <ul style="list-style-type: none"> (1) Map and Plat Book File. (2) Construction Material and Equipment Data (3) Bulletins on Special Methods of Construction. (4) Established Construction Requirements and Standard File 	<p>Temporary Destroy when superseded or obsolete.</p>	<p>NARA Job NCI-207-79-8. item 13d</p>
	<p>e. <u>Architectural Files:</u> Established Architectural Report Files (2014d). This file includes plans specifications and other relevant data on typical dwelling structures for which a number of applications are expected to" be submitted.</p>	<p>Temporary Destroy 5 years following date of last commitment.</p>	<p>NARA Job NCI-207-79-8. item 13e</p>

<p>25</p>	<p>Investigating Files of Accidents Occurring on Secretary Held 1 to 4 Family Properties Involving Personal Injury and/or Property Damage (Excluding Multifamily and Home Mortgage Properties Operated as Rental Projects) A file will be opened for each accident and will contain detailed reports on the nature and cause of each accident occurring on Secretary-held properties in which personal injury and/or property damage are involved; the extent of damage or injuries; the names and addresses of all witnesses (including signed statements, if available); reports of police, fire department or other municipal inspectors, if appropriate; a report by the management broker; and any other information which will aid in the determination as to whether HUD may be liable and the extent of damages.</p>	<p>Temporary Destroy when 6 years old if no claim is submitted.</p> <p>Temporary In case of claim submission, destroy 6 years after case is closed.</p>	<p>NARA Job NC1-107-79-8, item 14a</p> <p>NARA Job NCI-207-79-8, item 14b</p>
<p>26</p>	<p>Supplementary Binder of Substitute Mortgagor, Form FHA 2210 Procedure. These files contain Form FHA 2900 Applications with the required exhibits and signed or certified copies of purchase agreements Which are required submissions for consideration of a substitute mortgagor. These are the files remaining after Form FHA 2210 on an acceptable new borrower has been returned to the mortgagee.</p>	<p>Temporary After the Form FHA 2210 has been sent to the mortgagee. Destroy when 3 years old.</p>	<p>NARA Job NCI-207-79-8, item 18</p>
<p>27</p>	<p>Structural Defects case File (Section 518 (a), (b), and (d)). This file is established to accommodate the processing of applications for financial assistance to repair or reimburse expenditures for defects in a property. a. Section 518 (a)</p>	<p>Temporary Destroy 6 years after completion of repairs.</p>	<p>NARA Job NC1-207-79-8, item 19(a)</p>

	b. Section SI8(b) and (d)	Temporary Destroy 6 years after completion of American Institute of Architects (AIA)	NARA Job NC1-207-79-8, item 19(b)
28	Pre-Foreclosure Sale Case File (PFS). This file relates to requests for participation in the PFS program. PFS enables mortgagors to sell properties on which the indebtedness exceeds the market value, and HUD pays the lender the difference between the sale proceeds and the balance owed. Foreclosure is avoided, and HUD does not acquire the property. Includes all documents received from the mortgagor, mortgagee, real estate agent, and the closing agent. Documentation and correspondence from the Field Offices and contractors is also included.	Temporary Make file inactive 1 year after a claim is filed by the mortgagee. Destroy 6 years after a claim is filed by the mortgagee.	NARA Job NI- 207-95-4, item 31
29	Condominium Project Files Application and recertification files required for condominium projects to be considered for HUD approved condominium list and related to Single Family program files. Records in each file include material that demonstrates that the project is in full compliance with local and Federal regulations. Documents include, but limited to; summary sheets; records of Condominium Association or equivalent, including bylaws, budgets, articles of incorporation, certificate of insurance, and management agreements; project maps; request for resubmission of rejected documents, including correspondence; recertification or re-approval cover letter	Temporary Cut off at the end of the fiscal year certified/approved. Destroyed 5 years after cutoff.	DAA-207-2013-0001-0001
30	Delinquency Mortgage Service File. These are reference files, used during the delinquency of the mortgage. They contain delinquency notices; records of payments on delinquent mortgages; forbearance agreements; repayment schedules; reports on interviews, in person or by telephone; and other material on servicing delinquent accounts.	Temporary Destroy 1 year after property has been foreclosed or sold to a third party or the delinquency has been cured.	NARA Job NN-167-116, item 7

Title 1 Files

31	General Correspondence of an Administrative Nature with Title 1 Field Representatives. These files do not contain substantive material; but do include a record of supervisory correspondence in connection with Title 1 Field representative collection activity. They will have no further administrative value after the retention period.	Temporary Destroy after 3 years.	NARA Job NN-167-88, item 36
32	Congressional and Miscellaneous File. File contains correspondence from members of Congress, with replies and correspondence from individuals of a general non substantive nature which does not pertain to any specific lending institution or FHA claim file.	Temporary Destroy after 3 years.	NARA Job NN-167-87, item 12-2
33	Correspondence Between Title 1 Operations Section and the Field Office Directors. File contains correspondence of a general. Non substantive nature between Directors and lending institutions.	Temporary Destroy after 3 years.	NARA Job NN-167-87, item 12-1
34	Correspondence Pertaining to Filing and Recording of Judgments. Conditional Sales Contracts and Other Security Instruments. This is a chronological control file on filing and recording of security instruments. The principal record of such actions is incorporated in the Title 1 Claims Files. This file is of temporary value only convenience of reference.	Temporary Destroy after 2 years.	NARA NN-167-88, item 38
35	Copies of Field Unit Surveys. Title 1 Collections. This reference file contains monthly, semiannual and annual, by fiscal years, Field inventory and report of collections, copies of internal auditor's findings to correct discrepancies, Field supervisor reports and other reference data of an administrative nature.	Temporary Destroy when superseded or obsolete.	NARA Job NN-167-87, item 13-2

36	<p>Yearly Reports to Field Offices-Field Collection Operations. These reports are prepared to show Field collection activity on Title 1 claims. Each yearly report consists of one large sheet, showing inventory of Title 1 claims on hand and the total collections by loan servicing representatives, offices and Regions.</p>	<p>Permanent Transfer to the Federal Records Center in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance.</p>	NARA Job NN-167-87, item 13-3
37	<p>Rulings and Opinions of the General Counsel. File contains various decisions or opinions which have been rendered with respect to liability, eligibility and procedures for collection. They are used as a basis for collection procedures by the Title 1 Liquidation function.</p>	<p>Permanent Transfer to the Federal Records Center in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance.</p>	NARA Job NN-167-87, item 15
38	<p>Administrative Files of the Liquidation Function and Subordinate Units. File contains general correspondence, interoffice memoranda, budget estimates, copies of requisitions, non-record reports, etc. Principal records of this activity are provided for retention or disposal in accordance with records requirements and audit of claims accounts. These particular files are important primarily for reference in operations.</p>	<p>Temporary Destroy after 3 years.</p>	NARA Job NN-167-87, item 21
39	<p>Chronological Files of liquidation Function and Subordinate Units. Reference only</p>	<p>Temporary Destroy after 1 year.</p>	NARA Job NN-167-87, item 24
40	<p>Monthly Reports to the Assistant Commissioner for Property Improvement, Covering Inventory, Cash Collection and Production Data. File contains a narrative statement pertaining to progress in Title 1 Liquidation activity. Reference copies.</p>	<p>Temporary Destroy when superseded <i>or</i> obsolete.</p>	NARA Job NN-167-87, item 24
41	<p>Control lists of Title 1 Claims in Progress. Reference and control. Non-record</p>	<p>Temporary Destroy after 1 year.</p>	NARA Job NN-167-87, item 26

42	<p>Control Record of Title 1 Claims Files Forwarded to U.S. Attorneys. This is a simple control file showing MCP Case Number and dollar amount of each case</p>	<p>Temporary Destroy when case is returned from U.S. Attorney.</p>	NARA Job NN-167-87, item 27
43	<p>Control File for the Revival of Judgment Security on Title 1 Claims. This is a card record of judgments files as security on Title 1 Claims. Banks assign judgement to the Government and the rights under judgment. Action is initiated by the FHA to enforce liquidation of the account through the securities assigned. The assignment of judgment is a part of the Title 1 Claim File. This file is simply a control to assure that the FHA retains enforceability.</p>	<p>Temporary Destroy after case is liquidated.</p>	NARA Job NN-167-87, item 32
44	<p>Work Sheets Used in Preparation of Monthly and Annual Reports of Collections by U.S. Attorneys. These are work sheets on Title 1 claims for separate Federal jurisdictions and are used to assemble summary data to be incorporated in prepared reports to Title I Division and the Comptroller. Non-record.</p>	<p>Temporary Destroy after 6 months.</p>	NARA Job NN-167-87, item 28
45	<p>Copies of Tax Letters. File contains letters requesting tax information of county or city tax collectors in connection with Title I collection procedures. Principal copies of such data are maintained as part of individual case files.</p>	<p>Temporary Destroy after 1 year.</p>	NARA Job NN-167-87, item 30
46	<p>Advice of Application Disposition And Report of Mortgage Credit Examiner. These records relate to Title, Class 1 or Class 2 loans in excess of \$5,000 approved by the Field Office. Copies are submitted to Washington for review as to conformance with the Title 1 regulations and established credit policy. This file also includes correspondence to the Field Offices concerning</p>	<p>Temporary If any action is taken, transfer the forms and related correspondence to Comptroller's Reports of Loans File, when the action is completed. Destroy after review if no action is taken.</p>	NARA Job NN-167-87, item 51

	deviations from the established procedures in approving the loans		
47	<p>Title 1 General Distribution Letters. These are letters to all qualified lending institutions and Directors of all FHA Offices with informational copies of those addressed to lending institutions being forwarded to Field Offices. They contain policy statements of FHA with respect to Title 1 lending activity. Record copies of both types of letters, along with other administrative issuances are being retained as part of the complete administrative issuances file.</p>	<p>Permanent Transfer to the Federal Records Center in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance</p>	NARA Job NN-167-87, item 1
48	<p>Credit Files of Title 1 Lending Institutions. These files include a complete record on financial institutions approved to make insured Title 1 loans, with correspondence and a copy of the letter of approval and the signed acceptance of the Title 1 contract, and lenders' procedures pertaining to credit collection and dealers. Certificates of approval are issued to financial institutions; a copy of the letter approval is maintained in these files. These records document the relationship between financial institutions and the FHA with respect to approval or withdrawal of approval of the Title 1 program and are of continuing reference value.</p>	<p>Permanent Transfer to the Federal Records Center annually (in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance) those files on which approval has been withdrawn.</p>	NARA-Job NN-167-87, item 5
49	<p>Card Index of Title 1 Lenders and Branches. This index is for current reference and does not have</p>	<p>Temporary Destroy when superseded or obsolete.</p>	NARA Job NN-167-87, item 6
50	<p>Visible Accounting File of Title 1 Lender Activity. This is a current reference file only, pertaining to a limited number of financial institutions where the number and/or dollar volume of Title 1 claims is</p>	<p>Temporary Destroy when superseded or obsolete.</p>	NARA Job NN-167-87, item 7

	running high. Files are used to determine whether a Title 1 financial representative should be sent to the institution to review the institution's dealer files, collection procedure and credit policy. It is a current working file, having no continuing reference value.		
51	Card Index of Financial Institutions. This is a financial institution correspondence file maintained for Quick reference. Non-record.	Temporary Destroy when superseded or obsolete.	NARA Job NN-167-87, item 8
52	Card Index of Title 1 Claims Paid (Filed numerically and alphabetically). These are locator files maintained by Title 1 Claims File number and alphabetically by name of borrower. The principal records are Title 1 Claims File. including Statement of Facts, record of payment of claim, correspondence and judgment cards which bear the record of collections. These cards constitute a non-record reference file which is useful in the liquidation function for the recordation of the current status and location of accounts, uncollectible or under collection.	Temporary Destroy, after frequent review, cards not involved in outstanding accounts. Retain cards involving outstanding accounts.	NARA Job NN-167-88, item 37
53	Dealer Claim Cards and Card File of Dealers Operating Under the Title I Program. Reference only.	Temporary Destroy when superseded or obsolete.	NARA Job NN-167-87, item 9
54	Eligibility Files. These are records of continuing value. In addition to correspondence with property owners, dealers, manufacturing firms and Title 1 lenders, they contain plans and specifications and literature on products for financing under Title 1, and legal rulings on eligibility matters from the General Counsel.	Permanent Transfer to the Federal Records Center in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance.	NARA Job NN-167-87, item 10
55	Title 1 Lending Institution Correspondence File. These records will have no further operational value after the retention period.	Temporary Destroy 10 years after termination of agreement.	NARA Job NN-167-87, item 11(a)

	<p>a. Agreements between lenders and the Federal Housing Administration with respect to property improvement loans; agreements on the transfer of loans and reserves between lenders and the FHA approval of such transfers; and participation agreements.</p>		
	<p>b. Record and report of Title 1 Financial Representative survey of individual lending institutions and correspondence relating thereto; general correspondence in connection with requests for data from financial institutions as to their standing in the Title 1 Program, as compared with other institutions in the area; general financial institution correspondence pertaining to requests for information. requests for authorization status at a given time. Informational copies of credit correspondence and items of similar reference value such as monthly delinquency reports.</p>	<p>Temporary Destroy after 5 years.</p>	<p>NARA Job NN-167-87, item 11(b)</p>
<p>56</p>	<p>Dealer Correspondence Files. These files pertain to complaints on dealers where, after due consideration and investigation, it is determined that no administrative action is necessary by reason of complaints being satisfied. They are of only temporary value. Where administrative action is deemed in order after due consideration and investigation and such action is taken, the files are to be held for a period of ten years as in the case of the correlative investigation files.</p> <p>a. Dealer files pertaining to requests for information or complaints cases involving dealers wherein satisfactory adjustment has been made.</p>	<p>Temporary Destroy after 6 years.</p>	<p>NARA Job NN-167-87, item 12 (a)</p>

	b. Complaint files on dealers on which administrative action is taken.	Temporary Destroy 10 years after action is completed.	NARA Job NN-167-87, item 12 (b)
	Procedure for Handling Title 1 Examinations, Correspondence and Training, File for Title I Field Representatives. These records are of continuing value.	Permanent Transfer to the Federal Records Center in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance.	NARA Job NN-167-87, item 13-1
57	Writeups on Compromise Cases. Copies of writeups where compromise cases have been submitted to the Collection Committee, Assistant Commissioner for Property Improvement and Legal Division for examination. A copy of each compromise writeup is a part of the individual file; however, these records are to be retained since they are in small volume and useful for reference.	Permanent Transfer to the Federal Records Center in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance.	NARA Job NN-167-87-item 16
58	Correspondence and Reports Pertaining to Contacts with U.S. Attorneys In Collection of Title 1 Claims Through Legal Means. File contains correspondence and reports relating to judgments, filing of proof of claim summons and complaint and other legal records in the nature of reconciliation surveys. They are used as a basis for establishing or sustaining effective procedures in the collection of Title 1 claims. Records are small in volume.	Permanent Transfer to the Federal Records Center in electronic format with appropriate metadata, in accordance with NARA regulations and transfer guidance.	NARA Job NN-167-87, item 17
59	Title 1 Docket Files. Files contain security instruments taken to support the claim of the Government against debtors where default has resulted in payment of financial institution claims by the Federal Housing Administration. No documents are contained in these	Temporary Destroy when 6 years old. Make file inactive that are declared by the Assistant Commissioner for Property Improvement to be “inactive” or “uncollectible”	NARA Job NN-167-87, item 18

	files on claims paid in full or settled by compromise agreement.		
60	<p>Title 1 Claim Files. The period of one year indicated for item (a) involving cases closed by payment in full, by repurchase, by cancellation or by compromise settlement is adequate for audit and operational purposes. Cases involve claims paid by the FHA which have been liquidated by the debtor, settled by compromise with the debtor, or repurchased by the lender, as well as cancelled cases on which no amount is owing to the Government. In connection with item (b) pertaining to cases identified as unrecoverable, the unsecured note, Other relevant data and the account card are retained, and the Title 1 claim files are destroyed. Item (c) refers to cases on which there is no amount owing to the Government. Item (d) refers to all other types of unliquidated balances of Title 1 claims paid by the FHA. As in (b), the unsecured note, other relevant data, and the related account card are retained, and the Title 1 claim files are destroyed.</p> <p>a. Title 1 Claim Files pertaining to defaulted loan accounts closed by payment in full, by repurchased, by cancellation or by compromise settlement.</p>	<p>Temporary Destroy 1 year after account has been closed or property acquired by the FHA.</p>	(NARA Job NN-167-87, item 18-1 (a))
	<p>b. Title 1 Claim Files pertaining to default loan accounts closed as unrecoverable where debt is extinguished by legal action through bankruptcy and/or non-asset decedent estates.</p>	<p>Temporary Destroy after write off and removal (for transfer to document vault) of the credit application; credit report, if any; FH-7, Title 1 Claim for Loss Application Voucher; and Form FHA-167 security collateral records, if any</p>	NARA Job NN-167-87, item 18-1(b)

	c. Title 1 Claim Files pertaining to ineligible claims.	Temporary Destroy 6 years after close of fiscal year during which declared ineligible.	(NARA Job NN-167-87, item 18-1 (c))
	d. Title 1 Claim Files pertaining to uncollectible loan accounts reflecting outstanding balances due the United States and not falling into categories (a) or (b) above in this item.	Temporary Destroy after write off and removal (for transfer to document vault) of the credit application; credit report, if any; FH-7. Title I Claim for Loss--Application Voucher; and Form FHA-167 security collateral record. if any.	NARA Job NN-167-87, item 18-1(d)
61	Title 1 Account and Judgment Cards and Claims. In the liquidation function, these are active working files in connection with vigorous collection efforts pursued upon the payment of Title 1 claims made to the FHA by financial institutions.	Temporary Transfer to Comptroller's Division, Title 1 Section, when the obligation is paid in full or compromised or upon determination that claim involved is uncollectible or unrecoverable.	NARA Job NN-167-87, item 19
62	Detailed Surveys of Title I Liquidation Activity. These are studies on the effectiveness of existing procedures used for estimating future activities and need; planning more efficient operations and determining effectiveness of current methods. These files are in the nature of operation procedure surveys and are important for reference.	Temporary Destroy when superseded or obsolete.	NARA Job NN-167-87, item 20
Records Related to Property Disposition			
63	General subject correspondence pertaining to the administration and management of all aspects of property disposition.	Temporary. Break files annually. Destroy when 3 years old.	NARA Job NCI-207-79-13, item 1
64	Chronological files pertaining to the administration and management of all aspects of property disposition.	Temporary. Break files annually. Destroy when 3 years old.	NARA Job NCI-207-79-13, item 2

65	Reference copies of opinions, policy and procedural issuances, interpretations, informational releases and publications, and any related published materials.	Temporary. Destroy when superseded or obsolete, or when no longer needed.	NARA Job NCI-207-79-13, item 3
66	Records of Headquarters and Field Office Property Disposition Committee actions (minutes). These records constitute the basis of the public offering and acceptance or rejection of bids and the execution of all relevant documents and instruments, including instruments of conveyance. a. Signed originals of Committee Actions (Minutes).	Temporary. Maintain originals of actions (minutes), together with approved copies of the disposition program for each project in the official records of the office approving the disposition program. Destroy 3 years following the termination of the Secretary's interest in the transaction, or 10 years following a sale in which an insured mortgage, or mortgage taken back by the Secretary is involved.	NARA Job NCI-207- 79-13, item 5a
	b. All other copies.	Temporary Destroy when no longer needed for reference.	NARA Job NCI-207-79-13, item 5b
67	Credit Reports on other than successful bidders.	Temporary Destroy 6 months after date of credit report.	NARA Job NCI-207-79-13, item 7
68	Bidder Kits. Kits prepared by Office of Multifamily Financing and Preservation.	Temporary Destroy after sale of property involved.	NARA Job NCI-207-79-13, item 9
69	Performance Record File on Repair Contractors. These files contain qualification and performance data and a log of outstanding contracts and all affiliated concerns.	Temporary Destroy 1 year after contractor is placed in inactive status.	NARA Job NCI-207-79-13, item 11
70	Minority Goals and Small and Large Business Records. The records are necessary to promote minority participation and to report on Government expenditures as required by General Services Administration	Temporary Destroy when 3 years old.	NARA Job NCI-207-79-13, item 12
71	Solicitation Ledger for formal contracts and Purchased Order Log for Purchase Orders.	Temporary Destroy 6 years after date	

	A record of solicitation is required by the Federal Property Regulations	of last entry. (NARA Job NC1-207-79-13, item 13)	NARA Job NC1-207-79-13, item 13
72	Case files of documents and correspondence relating to the disposition of real and related personal property by sale or other method of disposition. a. Federally owned projects	Temporary Make file inactive 2 years after HUD is divested of title. Destroy 6 years after the Government no longer has any interest, including reversionary interests or reserved mineral rights	NARA Job NC1-207-79-13, item 14a
	b. Locally owned projects	Temporary Destroy 6 years after the action is recorded and any HUD financial interest is liquidated.	NARA Job NC1-207-79-13, item 14b
73	Field Office Individual Property Files Involving Single Family Properties Acquired by the Secretary and Sold. These files relate to the acquisition, management, rental, operation, repair, and disposition of Secretary-held properties. a. As Is, All Cash Sales (without mortgage insurance).	Temporary Make file inactive 1 year after sale of property. Destroy 6 years after sale of property or upon conclusion of any or all disputes, whichever is later.	NARA Job NC1-207-83-4, item 15a
	b. Repaired Sales (with mortgage insurance)	Temporary Make file inactive 1 year after sale of property. Destroy 6 years after (1) full payment of mortgage (mortgage is normally for 30 years), (2) termination of mortgage insurance, or (3) upon conclusion of any or any disputes, whichever is later.	NARA Job NC1-207-83-4, item 15b
	c. Claims Without Conveyance of Title (CWCOT) case Files. These files are records relating to property disposition. Field Office individual property files involving Single Family Properties sold to a third party under the Claims Without Conveyance of Title Program (24 CFR 203.368)	Temporary Make file inactive 1 year after termination of mortgage insurance. Destroy 6 years after sale of property, termination of mortgage insurance or upon conclusion of any and all disputes, whichever is later.	NARA Job N1-207-94-5, item 1

74	<p>Property Acquisition Register (Form HUD-9501). This register provides a numerical listing of properties acquired by HUD and includes the FHA case number, address of the property, date acquired, and date sale was closed.</p>	<p>Temporary Destroy 3 years after last sales closing entry.</p>	NARA Job NCI-207-79-13, item 19
75	<p>Sales Broker Nondiscrimination Certification (Form HUD-9556). These certifications of nondiscrimination are required of sales brokers participating in the sale of HUD owned or Department of Defense properties.</p>	<p>Temporary Destroy 1 year from date of execution or when superseded.</p>	NARA Job NCI-207-79-13, item 20
76	<p>Field Office Log and Internal Review of Supervision of Area Management Brokers. This file contains logs and related internal reviews with supporting data of local office supervisory personnel connected with the monitoring of Area Management Brokers.</p>	<p>Temporary Destroy when 1 year old.</p>	NARA Job NCI-207-79-13, item 21
77	<p>Property Disposition Program Correspondence, reports and documents relating to the Property Disposition Program such as Form HUD-9505, Acquired Home Properties Monthly Report. a. Headquarters Copies</p>	<p>Temporary Destroy 3 years after date of report.</p>	NARA Job NCI-207-79-13, item 22a
	<p>b. All Other Copies</p>	<p>Temporary Destroy 1 year after date of report.</p>	NARA Job NCI-207-79-13, item 22b
78	<p>Field Office Copies of Documentation of Joint Federal Housing and Veterans Administration Meetings. These files are maintained to document joint FHA meetings concerning cooperative efforts toward the disposition of acquired properties. Includes</p>	<p>Temporary Destroy 2 years after termination of applicable agreements.</p>	NARA Job NCI-207-79-13, item 23

	correspondence and agreements between FHA concerning pricing, repairs, rental related activities.		
79	Tenant record card used in connection with the Lease with Option to Purchase Program.	Temporary At the termination of the lease, insert the card in the property file case binder and destroy in accordance with disposition instructions for the Property File, item 18 of this Schedule 7.	NARA Job NCI-207-79-13, item 24
80	Cost Monitoring reports provided to review repair, maintenance and operating costs and losses.	Temporary Destroy when superseded or obsolete or when 3 years old, whichever is later.	NARA Job NCI-207-79-13, item 25
81	Property Record Cards (Forms HUD-9502 and 9503). These are files used to maintain status of properties in inventory and historical data concerning sold properties.	Temporary Destroy 3 years after sales closing.	NARA Job NCI-207-79-13, item 26
82	Supervision of Area Management Brokers File. These files contain inspection reports, correspondence and work sheets relating to brokers' performance and non-performance in all areas of brokers' activities.	Temporary Destroy upon termination of the applicable contract unless contract has been terminated for cause. If contract has been terminated for cause, retain for 1 year or until conclusion of any disputes, whichever is later	NARA Job NCI-207-79-13, item 27

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