

## RECORDS DISPOSITION SCHEDULE 18

## HOUSING PARTICIPATION AND COMPLIANCE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General subject files pertaining to the administration and management of mortgagee participation and compliance activities.	Break files annually. Destroy when 3 years old. (NARA Job NCI-207-79-3, item 1)
2.	Chronological files pertaining to all mortgagee participation and compliance activities.	Break files annually. Destroy when 3 years old. (NARA Job NCI-207-79-3, item 2)
3.	Previous Participation Card Index, alphabetically arranged by name of previous participants, and providing a summary of each participant's record.	Disposition cannot be specified at this time. A study is underway, and this data may be incorporated into an automated system. This index will not be retired to a Federal Records Center. (NARA Job NCI-207-79-3, item 3)
4.	Previous Participation Review Reports and Approval Letters.	
	a. Reviewer's report files, maintained in program office and filed chronologically.	Maintain in active office files for 2 years, then retire to Federal Records Center. Destroy when 4 years old. (NARA Job NCI-207-79-3, item 4a)
	b. Copy of reviewer's report and approval letters, maintained in program office. Filed by State, and thereunder chronologically.	Maintain in active files for 2 years, then retire to Federal Records Center. Destroy when 6 years old. (NARA Job NCI-207-79-3, item 4b)
5.	Previous participation approval letters. Copies of approval letters sent to Field Offices. Filed by project number.	Destroy 3 years after Secretary ceases to have any liability and/or interest in the project. (NARA Job NCI-207-79-3, item 5)

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6.	Multifamily participation review committee case files, including minutes of committee meetings.	
a.	When participation is temporarily withheld.	Destroy 6 years after further participation is approved. (NARA Job NC1-207-79-3, item 6a)
b.	When participation is withheld for cause.	Destroy 15 years after further participation is approved. (NARA Job NC1-207-79-3, item 6b)
7.	Compliance Case Files. These files include correspondence and copies of loan documents and other records relating to cases considered for investigation or actually investigated for alleged violations of laws, rules, and regulations governing HUD operations by bidders, realtors, mortgagees, mortgagors.	Break file 90 days after final action is taken and case is closed. Retain in inactive files for 3 years after final action is taken and case is closed. Retire to Federal Records Center thereafter, or any time after case is closed that volume warrants. Destroy 10 years after case is closed. (NARA Job NC1-207-79-3, item 7)