

## RECORDS DISPOSITION SCHEDULE 22

## COMMUNITY DISPOSITION PROGRAM

This schedule covers records accumulated during the disposal of certain real and personal property owned by the Atomic Energy Commission at Los Alamos, New Mexico; Oak Ridge, Tennessee; and Richland, Washington. Executive Order 10657 transferred to the former Housing and Home Finance Administrator the responsibility for sale of certain properties under the Atomic Energy Community Act of 1955, P.L. 221, 84th Congress, as amended. (This was HHFA-OA 22.)

Item No.	Description of Records	Disposition
1.	Official file of the community plat map, appraisal volumes, photographs, and posted appraisal lists are in the Field Offices.	Transfer a complete set of all appraisal documents to the Federal Records Center upon termination of program. (NARA Job II-NN-3268, item 1a)
	a. Disposition not authorized by this schedule.	
	b. All other copies.	Destroy. (NARA Job II-NN-3268, item 1b)
2.	Property Register showing lot number, block number, purchaser, purchase price, mortgage number, and type of loan, if any. This register is maintained in the Field Office.	Disposition not authorized by this schedule. Transfer to the Federal Records Center upon termination of program. (NARA Job II-NN-3268, item 2)
3.	Case Files. Case files consist of 3 types: <u>Cash Sales</u> , <u>Mortgage Financing</u> , and <u>Contract to Purchase</u> (which usually became a mortgage at the end of a contract period), each identified by number. Cash sales are indicated by numbers in numerical sequence preceded by the letters OCS for Oak Ridge and RS for Richland. Mortgage loan numbers consist of a 2-letter prefix, OM or RM, signifying Oak Ridge or Richland mortgage, followed by a number indicating the numerical sequence in which it was assigned. Contracts to purchase consist of a 2-letter prefix, OC or RC, signifying Oak Ridge or Richland contract, followed by a number in numerical sequence of assignment.	

APPENDIX 22

RECORDS DISPOSITION SCHEDULE 22

COMMUNITY DISPOSITION PROGRAM

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	Case files are located in Field Offices and usually contain 2 folders, labeled:	
	<u>Property folder</u> consisting of correspondence and documents concerning credit investigations, appraisal, offering of property, application and priority, lease, improvements, waiver of indemnity, insurance (mortgage and other), and other records on specific parcels not customarily placed in the custody folder.	
	<u>Custody folder</u> consisting of authorizing documents, executed offer and acceptance, executed contract to purchase, loan agreement, mortgage note, mortgage, deed of trust, certificate of title, settlement sheet, insurance policy, agreement, and premium receipt, and conformed copy of warranty deed.	
a.	Notice of Offering, Application to Purchase and Acceptance--Case No. RM-685, Richland, Washington. Sections 63 through 66 of P.L. 221 places a 15-year indemnity of a purchaser of a single family or duplex house. Above is the single instance where purchaser elected not to execute Waiver of Indemnity which is attached to above titled form (HHFA CDP-3).	Transfer to Headquarters Office of Finance and Accounting upon termination of program, sale or liquidation of mortgage, whichever action takes place first, and then destroy 6 years after liquidation or sale of mortgage, and satisfactory completion of audit. (NARA Job II-NN-3268, item 3a)
b.	Cash Sales. All residue documents not legally the property of the purchaser.	Destroy 6 years after completion of sale provided such disposition is not prior to 1 year after satisfactory audit.
		Case files on 2 properties shall be selected by the agency and the National Archives for retention. (NARA Job II-NN-3268, item 3b)



RECORDS DISPOSITION SCHEDULE 22

COMMUNITY DISPOSITION PROGRAM

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
<b>c. Mortgage Loans.</b>		
(1)	<u>Government-held. Custody Files and Property Files.</u>	Retain until mortgage is liquidated. Consolidate into 1 folder. Destroy 6 years after liquidation, provided such disposition is not prior to 1 year after satisfactory audit.  Case files on 2 properties shall be selected by the agency and the National Archives for retention. (NARA Job II-NN-3268, item 3c(1))
(2)	<u>Mortgages Sold to Private Investors.</u> The transfers to the investor, original note, deed of trust, inspection report (on improvement loan cases), certification of loan disbursement, title policy, hazard insurance policy, application for FHA insurance, commitment, credit report, and other records which may be specifically requested.	Residue of records remaining in Field Offices. Destroy 1 year after completion of satisfactory audit.  Case files on 2 properties shall be selected by the agency and the National Archives for retention. (NARA Job II-NN-3268, item 3c(2))
<b>d. Contract to Purchase Files.</b> These files should be consolidated with mortgage files if contract is converted to mortgage.		
		Destroy according to provision therefor. If not converted, destroy 6 years after satisfactory settlement of contract, provided such disposition is not prior to 1 year after satisfactory audit.  Case files on 2 properties shall be selected by the agency and the National Archives for retention. (NARA Job II-NN-3268, item 3d)

## RECORDS DISPOSITION SCHEDULE 22

## COMMUNITY DISPOSITION PROGRAM

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
e.	Sales to Churches. Land parcels sold to churches with the limited type deeds containing reservations of mineral rights and provisions for reversion of title to the U.S. Government in the event the property ceases to be used for religious, charitable, or educational purposes.	Disposition not authorized unless title in fee simple is granted to purchaser. Destroy 6 years after fee simple title is issued, provided such disposition is not prior to 1 year after satisfactory audit.  Case files on 2 properties shall be selected by the agency and the National Archives for retention. (NARA Job II-NN-3268, item 3e)
4.	Insurance Documents. Active policies and insurance premium receipts are transferred to private investors upon sale of mortgages. Inactive insurance documents are usually removed from file when they become inactive. Expired or otherwise inactive insurance agreements, policies, receipts, expiration record cards, and related records.	Destroy 6 months after policy becomes inactive. (NARA Job II-NN-3268, item 4)
5.	Lists of Priority Holders, as certified by AEC, and related correspondence.	Destroy 2 years after completion of sale of property and satisfactory settlement of appeal, if any. (NARA Job II-NN-3268, item 5)
6.	Mortgage Sale File.  a. Successful Bids and prospectus of mortgage holdings; acceptances, mortgage sales agreements; correspondence re closing; accounting schedules (mortgage payment and status record).	Disposition not authorized by this schedule. Transfer to National Archives or the Federal Records Center upon termination of program. (NARA Job II-NN-3268, item 6a(1))
	(1) Headquarters.	

## RECORDS DISPOSITION SCHEDULE 22

## COMMUNITY DISPOSITION PROGRAM

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(2) Field Offices. Re closing and transfer of Government's interest in the property.	Destroy 1 year after completion of satisfactory audit. (NARA Job II-NN-3268, item 6a(2))
	b. Unsuccessful Bids.	Destroy 3 years after completion of satisfactory audit. (NARA Job II-NN-3268, item 6b)
7.	Bid File. (Property sales in the Field.)	
	a. Successful Bids including default of successful bidders. File with related contract.	Destroy 6 years after satisfactory settlement of contract, provided such disposition is not prior to 1 year after satisfactory audit. (NARA Job II-NN-3268, item 7a)
	b. Unsuccessful Bids.	Destroy 3 years after completion of satisfactory audit. (NARA Job II-NN-3268, item 7b)
8.	Credit Reports on Mortgagor, and related correspondence. Government-held mortgage and contract to purchase.	Destroy after the period specified for each type of transaction. (NARA Job II-NN-3268, item 8)
9.	Memorandums of Agreement between Atomic Energy Commission and HUD and memorandums of agreement with other agencies relative to function and responsibility under the program, and performance of responsibilities; revisions, supplements.	
	a. Headquarters.	Disposition not authorized by this schedule. Transfer to National Archives or the Federal Records Center when program is terminated. (NARA Job II-NN-3268, item 9a)
	b. Field Offices.	Destroy when superseded or when program becomes inactive. (NARA Job II-NN-3268, item 9b)

## RECORDS DISPOSITION SCHEDULE 22

## COMMUNITY DISPOSITION PROGRAM

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
10.	Reports.	
a.	Audit reports (HUD and GAO); summary experience reports of supervisory Field official (at each location); periodic reports to Joint Committee on Atomic Energy on Renegotiation, Reappraisal and Sales Proceedings.	
	(1) Headquarters.	Disposal not authorized by this schedule. Transfer to National Archives or the Federal Records Center upon termination of the program. (NARA Job II-NN-3268, item 10a(1))
	(2) Field Offices.	Destroy 1 year after termination of the program. (NARA Job II-NN-3268, item 10a(2))
b.	Periodic progress reports on program activities such as properties offered and accepted, applications approved and rejected, sales by class and method of financing. Headquarters and Field Offices.	Destroy after 3 years. (NARA Job II-NN-3268, item 10b)
c.	Financial Status reports from AEC to HUD (or management agency reports to HUD), periodic financial reports on program operations.	Destroy 4 years after satisfactory audit. (NARA Job II-NN-3268, item 10c)
11.	Fiscal Records and Documents incident to disposition of property and settlement of claims including general and subsidiary ledgers; amortization schedules; settlement sheets; general and individual collection, deposit and disbursement records; refunds; travel, leave and payroll records.	

## RECORDS DISPOSITION SCHEDULE 22

## COMMUNITY DISPOSITION PROGRAM

<u>Item No:</u>	<u>Description of Records</u>	<u>Disposition</u>
	a. Headquarters.	Destroy according to applicable HUD records disposition schedules. (NARA Job II-NN-3268, item 11a)
	b. Field Offices.	Transfer to Federal Records Center 1 year after agency audit, or upon closing of office. Destroy according to applicable HUD records disposition schedules. (NARA Job II-NN-3268, item 11b)
12.	General Subject File consisting of policy and procedural determinations and interpretations; promotional agreements and advisements between AEC and HUD on measures consistent with the Act and Executive Orders; findings of feasibility for property disposition, program operations; delegations of authority; local resolutions; legal and legislative determinations; organization and functions.	
	a. Headquarters.	Disposal not authorized by this schedule. Transfer to the National Archives or the Federal Records Center upon termination of program. (NARA Job II-NN-3268, item 12a)
	b. Field Offices.	Destroy when records are superseded or when program is terminated. (NARA Job II-NN-3268, item 12b)
13.	Administrative Circulars, operating instructions, accounting and fiscal manuals, forms used in administering the program, press releases, speeches, sales advertising and promotional circulars and statements, and Community Disposition publications.	

## RECORDS DISPOSITION SCHEDULE 22

## COMMUNITY DISPOSITION PROGRAM

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
a.	Headquarters files.	Transfer 1 complete set of each type of issuance to the National Archives or the Federal Records Center upon termination of program. (NARA Job II-NN-3268, item 13a)
b.	All other copies.	Destroy when material has no further administrative value. (NARA Job II-NN-3268, item 13b)
14.	Housekeeping records in Community Disposition Program offices on personnel, payroll, leave, space, maintenance, supplies, equipment, advertising, communications, budget, travel and transportation, including motor vehicles, publications, and other records covering all phases of office management. The official controlling records on all the above activities are maintained in the OA Staff office responsible for the particular function. These instructions do not include the official records but do cover all other copies.	Destroy 1 year after material has no further administrative value. (NARA Job II-NN-3268, item 14)
15.	Card indexes and controls which serve as facilitating references in checking name or number of purchaser and type or status of sales, loans, mortgages, tax receipts or payments, and insurance.	Destroy 6 months after control cards have no further administrative value. (NARA Job II-NN-3268, item 15)

get  
F