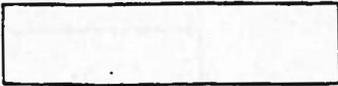RECORDS DISPOSITION SCHEDULE 14

FINANCE AND ACCOUNTING AUTOMATED SYSTEMS FILES

This schedule covers the files of finance and accounting automated systems. The files of each system will be covered in a separate schedule item.

The following alphabetical index to the systems covered by the schedule will be expanded as new items are approved by the National Archives and Records Administration and added to this schedule:

| System Name | Code | Item | Page |
|---|---|---|---|
| Single Family Distributive Shares and One-Time Refunds | F26 | 1 | 2 |

| Item No. | Description of Records | Disposition |
|---|---|---|
| 1. | Single Family Distributive Shares and One-Time Refunds System (F26). This system processes refund payments data for terminated FHA insurance. | |
| | a. Work files. Consist of temporary files used to process data. | Delete when no longer needed. (NARA Job N1-207-89-5, item 1a) |
| | b. Test files. Consist of data used to assure the accuracy of a program. | Delete from mass storage and move to tape if not accessed within 45 days; destroy tape if not accessed within a 1-year period. (NARA Job N1-207-89-5, item 1b) |
| | c. Documentation. Consist of an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of ADP systems. | Destroy 3 years after system is placed on inactive list. (NARA Job N1-207-89-5, item 1c) |
| | d. Master files. Reflect the current state of a data file in a system at a given time. | Delete end-of-fiscal-year master files when 7 years old; delete end-of-quarter master files when 3 years old; delete all other master files when 120 days old. (NARA Job N1-207-89-5, item 1d) |
| | e. Input. Consists of these media used solely to enter data into the system: | |
| | (1) Hard copy (forms, reports or other documents). | Destroy hard copy after microfiche is checked and verified; destroy microfiche and any unfilmed hard copies when 7 years old. (NARA Job N1-207-89-5, item 1e(1)) |
| | (2) Transaction files (automated files used to update a master file). | Delete 60 days after information has been transferred to the master file and verified. (NARA Job N1-207-89-5, item 1e(2)) |

| Item No. | Description of Records | Disposition |
|---|---|---|

(3) Table files (used to provide specific information unique to a program)--both hard copy and automated files.

Delete when 7 years old. (NARA Job N1-207-89-5, item 1e(3))

f.  Output.

(1) History files.  Consist of obsolete master or transaction files retained for historical use or reference.

Delete end-of-fiscal-year history files when 7 years old; delete end-of-quarter history files when 3 years old:  delete all other history files when 120 days old.  (NARA Job N1-207-89-5, item 1f(1))

(2) Output report files.

Delete when 45 days old.  (NARA Job N1-207-89-5, item 1f(2))

(3) Output reports (paper, diskettes, microfiche).

(a) Master set kept by system sponsor.

1  Annual reports.

Destroy annual payment reports when 7 years old;  destroy others when 3 years old. (NARA Job N1-207-89-5, item 1f(3)(a)1)

2  Semiannual reports.

Destroy upon receipt of annual report summarizing the semiannual reports.  (NARA Job N1-207-89-5, item 1f(3)(a)2)

3  Monthly reports.

Destroy upon receipt of semiannual report summarizing the monthly reports.  (NARA Job N1-207-89-5, item 1f(3)(a)3)

4  Weekly reports.

Destroy upon receipt of monthly report summarizing the weekly reports.  (NARA Job N1-207-89-5, item 1f(3)(a)4)

| Item No. | | Description of Records | Disposition |
|---|---|---|---|
| | 5 | Daily reports. | Destroy upon receipt of weekly report summarizing the daily reports. (NARA Job N1-207-89-5, item 1f(3)(a)5) |
| | 6 | As requested reports. | Destroy when 1 year old. (NARA Job N1-207-89-5, item 1f(3)(a)6) |
| (b) | | All other sets. | |
| | 1 | Annual reports | Destroy when 1 year old. (NARA Job N1-207-89-5, item 1f(3)(b)1) |
| | 2 | Semiannual, monthly, weekly, and daily reports. | Use disposition instructions in f(3)(a) 2, 3, 4 and 5 above. (NARA Job N1-207-89-5, item 1f(3)(b)2) |
| | 3 | As requested reports. | Destroy when 1 year old. (NARA Job N1-207-89-5, item 1f(3)(b)3) |
| (4) | | Data files (files used to provide formatted data to other systems or programs.) | Delete 45 days after information has been transferred and verified. (NARA Job N1-207-89-5, item 1f(4)) |
| g. | | Security backup files. Consist of data identical in physical format to a master file or data base and kept in case the master file or data base is damaged or inadvertently erased. | Delete when the identical records have been deleted, or when replaced by subsequent security backup files. (NARA Job N1-207-89-5, item 1g) |
| h. | | System program library file. Consists of all programs and job control statements/instructions needed to run a system. | Delete 3 years after system or program is placed on inactive list. (NARA Job N1-207-89-5, item 1h) |
| i. | | Data base file. Consists of an organized collection of data, designed to serve the user organization's needs. | Purge contents of file (data/records) and write to history file when inactive for 1 year. (NARA Job N1-207-89-5, item 1i) |