

RECORDS DISPOSITION SCHEDULE 19

HOUSING FOR EDUCATIONAL INSTITUTIONS RECORDS

This schedule covers College Housing records accumulating under Title IV, Housing for Educational Institutions, of the Housing Act of 1950, as amended, Public Law 475, 81st Congress, 64 Stat. 48, 77, 12 U.S.C. 1749.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Application and Loan Agreement Files.	
a.	When long-term government loan is rescinded by sale of bonds to private investor. Area and Headquarters Office Files.	Destroy 3 years after final settlement. (NARA Job NC1-207-76-8, item 1a)
b.	When projects are partially or wholly financed with Federal funds through bond-purchase agreement. Area and Headquarters Office Files.	Destroy 3 years after all bonds purchased have been redeemed, or sold, and loan agreement terminated. (NARA Job NC1-207-76-8, item 1b)
2.	Correspondence on Applications and Loan Agreements consisting of regular correspondence with applicants, and local, State, and Federal agencies and institutions which does not qualify the covenants and pledges of the application and loan agreement documents. Area and Headquarters Office Files.	Destroy 3 years after final disbursement and satisfactory close of final audit. (NARA Job NC1-207-76-8, item 2)
3.	Requisition Files. Area and Headquarters Office Files.	Destroy 3 years after final disbursement and satisfactory close of final audit. (NARA Job NC1-207-76-8, item 3)
4.	Construction Contracts Documents.	
a.	Area Office Files.	Destroy 3 years after close of final audit and satisfactory settlement of contract. (NARA Job NC1-207-76-8, item 4a)
b.	Headquarters Office Files.	Destroy 2 years after satisfactory settlement of final audit. (NARA Job NC1-207-76-8, item 4b)

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5.	Prebid Set of Contract Documents.	
a.	Area Office Files.	Destroy when approved conformed contract, specifications, and plans become part of the official file. (NARA Job NC1-207-76-8, item 5a)
6.	Bond Transcript Documents.	
a.	Area and Headquarters Office Files.	Destroy 3 years after all bonds purchased have been redeemed, and all agreements terminated. When long-term government loan is rescinded by sale of bonds to private investor, the record set of bond transcript documents shall be released to the private investor upon completion of sale. (NARA Job NC1-207-76-8, item 6a)
7.	Loan Servicing Files--established only when bonds are purchased by the Federal Government.	
a.	Documentation among HUD, trustee, and borrower evidencing borrower's understanding and agreement to continue compliance with covenants and pledges of loan documents; noncompliance with requirements of loan agreement, trust indenture, or bond resolution. Area and Headquarters Office Files.	Destroy 3 years after repayment of the loan and termination of loan agreements. (NARA Job NC1-207-76-8, item 7a)
b.	Confirmation of agreements and correspondence between borrower, trustee, and HUD relating to loan servicing functions. Area and Headquarters Office Files.	Destroy after 2 years. (NARA Job NC1-207-76-8, item 7b)

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c.	Reports consisting of initial, annual, and special reports submitted by borrower or auditor to Area Office. Area and Headquarters Office Files.	Destroy 3 years after exceptions have been satisfactorily resolved. If no exceptions, retain current and previous year's reports. (NARA Job NC1-207-76-8, item 7c)
8.	Project Control Records consisting of individual applicant status record documenting action taken from application through bond purchase stage. Area Office Files.	PERMANENT. Place in inactive file after project completion and final audit. Send as a complete unit to Headquarters 1 year after liquidation of program for offer to the National Archives. (NARA Job NC1-207-76-8, item 8)
9.	Loan Servicing Control Records. Area Office Files.	Destroy 6 years after all securities have been redeemed. (NARA Job NC1-207-76-8, item 9)
10.	Withdrawn, Disapproved, or Deferred Applications and related correspondence. Area and Headquarters Office Files.	Destroy 5 years after withdrawal, disapproval, or deferral. (NARA Job NC1-207-76-8, item 10)
11.	General Subject Files (Housekeeping Records).	Use applicable General Records Schedules.
12.	General Subject Files (Program Records) consisting of basic statutes, legislative proposals, legal opinions, Congressional statements, organization charts, termination of functions, delegations of authority, redelegations, policy statements, operating procedures and instructions, accounting and fiscal reporting, sample copies of forms, agendas and minutes of meetings, decisions and recommendations, reports, contracts, agreements, memorandums of understanding, and studies.	

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	a. Headquarters Office Files.	PERMANENT. Offer to National Archives when 25 years old. (NARA Job NC1-207-76-8, item 12a)
	b. Area and Regional Office Files.	Destroy when file is 4 years old. (NARA Job NC1-207-76-8, item 12b)
13.	Administrative Procedures and Informational Releases and Publications consisting of dissemination of informational and promotional material including press releases, speeches, handbook issuances, publications, and similar material.	
	a. Headquarters Office Files.	PERMANENT. Retain one complete set of each type of issuance. Offer to National Archives when 25 years old. (NARA Job NC1-207-76-8, item 13a)
	b. Other sets of files, including Regional Offices and all subdivisions.	Destroy when superseded or obsolete. Review every 3 years. (NARA Job NC1-207-76-8, item 13b)
14.	Contractor's Payrolls, consisting of weekly payrolls, with related certifications.	Destroy 6 months after final project inspection unless wages or other matter involving the payrolls are in dispute or question, in which instance destroy after case is satisfactorily closed. (NARA Job NC1-207-76-8, item 14)
15.	Field Engineers' Project Records.	Destroy 1 year after satisfactory completion of contract and final settlement. (NARA Job NC1-207-76-8, item 15)

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16.	Field Engineers' General Subject Files.	Destroy when material has no further reference needs, or when obsolete. Review every 3 years. (NARA Job NC1-207-76-8, item 16)