

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item
No.Description of RecordsDisposition

- | | | |
|-----|---|--|
| d. | Master files. Consist of current version of data file in a system at a given time. These files are written in ASCII or EBCDIC with all extraneous control characters removed from the data and blocked not higher than 32,760 bytes per block with the data recorded in open reel or tape cartridges. | PERMANENT. Transfer 1 masked copy and 1 copy not masked of current master file immediately to National Archives for the time period from 1987 through 1994. (NARA JOB N1-207-96-4, item 33 d) |
| (1) | Master file updates. | PERMANENT. Transfer 1 masked and 1 copy not masked of updates to National Archives annually at end of each calendar year or before the system becomes inactive, is replaced, suspended or deleted whichever is sooner. (NARA JOB N1-207-96-4, item 33 d (1)) |
| (2) | Master files no longer updated, used or needed. | PERMANENT. Use the same disposition instructions for d (1) above then delete 3 years after system is coded as inactive in Inventory of Automated Systems (IAS). (NARA JOB N1-207-96-4, item 33 d (2)) |

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
e.	Input. Consists of those media used solely to enter data into the system.	
(1)	Hard copy (forms, reports or other documents).	Destroy when 1 year old. (NARA JOB N1-207-96-4, item 33 e (1))
(2)	Transaction files. Consist of automated files used to update master file.	Delete 60 days after data has been sent to the master file and verified. (NARA JOB N1-207-96-4, item 33 e (2))
(3)	Table files (used to provide specific information unique to a program).	Delete when 1 year old. (NARA JOB N1-207-96-4, item 33 e (3))
f.	Output.	
(1)	History files. Consist of obsolete master or transaction files for historical use or reference.	
(a)	End of quarter history files.	Delete when 3 years old. (NARA JOB N1-207-96-4, item 33 f (1) (a))
(b)	All other history files.	Delete when 120 days old. (NARA JOB N1-207-96-4, item 33 f (1) (b))

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(2)	Output report files.	Delete when 14 days old. (NARA JOB NI-207-96-4, item 33 f (2))
(3)	Output reports (paper, diskettes, microfiche).	
(a)	Annual set of printed reports.	PERMANENT. Use the same disposition instructions as appendix 3, item 36. (NARA JOB NI-207-80-5, item 36)
(b)	Master set kept by system sponsor.	
	1/ Annual reports	Destroy when 3 years old. (NARA JOB NI-207-96-4, item 33 f (3) (b) 1/)
	2/ Semiannual reports.	Destroy upon receipt of annual report summarizing the semiannual reports. (NARA JOB NI-207-96-4, item 33 f (3) (b) 2/)
	3/ Monthly reports.	Destroy upon receipt of annual report summarizing the monthly reports. (NARA JOB NI-207-96-4, item 33 f (3) (b) 3/)
	4/ Weekly reports.	Destroy upon receipt of monthly report summarizing the weekly reports. (NARA JOB NI-207-96-4, item 33 f (3) (b) 4/)

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
5/	Daily reports.	Destroy upon receipt of weekly report summarizing the daily reports. (NARA JOB NI-207-96-4, item 33 f (3) (b) 5/)
6/	As requested reports.	Destroy when 1 year old. (NARA JOB NI-207-96-4, item 33 f (3) (b) 6/)
(c)	All other sets.	
1/	Annual reports.	Destroy when 1 year old. (NARA JOB NI-207-96-4, item 33 f (3) (c) 1/)
2/	Semiannual, monthly, weekly and daily reports.	Use disposition instructions f (3)(b)2/,3/,4/ and 5/ as above. (NARA JOB NI-207-96-4, item 33 f (3) (c) 2/)
3/	As requested reports.	Destroy when 1 year old. (NARA JOB NI-207-96-4, item 33 f (3) (c) 3/)
(4)	Data files (used to provide formatted data to other systems or programs).	Delete 45 days after data has been provided and verified. (NARA JOB NI-207-96-4, item 33 f (4))

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: P42

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
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 erased.	
(1)	Files identical to records scheduled as permanent.	Delete when the identical records have been successfully copied, verified and transferred to the National Archives or when replaced by a subsequent security backup file. (8/95 GRS 20, item 8)
(2)	Files identical to records scheduled as temporary.	Delete when identical records have been deleted or when replaced by subsequent security backup files. (8/95 GRS 20, item 8)

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
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 N1-207-96-4, item 33. h)
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 N1-207-96-4, item 33 i)