

**RECORDS DISPOSITION SCHEDULE 35
LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM
RECORDS**

Item No.	Description of Records	Disposition
37	<p>Cultural Design Awards. These awards are given annually to organizations involved in Native American design and construction. Files related to these awards are not maintained at the State and Area Office levels. They are <u>—</u> maintained at HUD Headquarters.</p> <p>a. Nomination Files. Consist of nomination forms and project descriptions (applications). Nomination files received may also contain photographs, blueprints, drawings, schematics or other items to support the nomination.</p> <p>(1) Winners</p> <p>(2) Losers</p> <p>b. Program Files. Consist of award rule; award categories; list of judges; list of nominees; tally sheets; list of award winners; and award presentation date. They are generated each year the award is ran.</p>	<p>PERMANENT. Cut off at end of calendar year in which award competition is completed. Transfer to the NARA 2 years after the cut off. (NARA Job N1-207-95-8, item 37 a (1))</p> <p>Cut off at end of calendar year in which award competition is completed. Destroy 2 years after the cut off. (NARA Job N1-207-95-8, item 37 a (2))</p> <p>PERMANENT. Cut off at end of calendar year in which award competition is completed. Transfer to the NARA 2 years after the cut off. (NARA Job N1-207-95-8, item 37 b)</p>

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	c. Judges Scoresheets.	Cut off at end of calendar year <u> </u> in which award competition is <u> </u> completed. Destroy 2 years after the cut off. (NARA Job N1-207- 95-8, item 37 c)
38	Technical publications, catalogs and requests.	
a.	Requests for technical publications and catalogs.	Destroy 3 months after transmittal of the publications requested. (NARA Job NC1-207-79-12, item 38 a)
b.	Technical publications and catalogs.	Destroy when superseded or obsolete. (NARA Job NC1-207-79- 12, item 38 b)

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39.	Subject files containing reports, designs, and calculations relating to site improvement design and construction for low-rent housing projects. Includes experimental data and research material on surfacing types and community facilities and background and research material on the design of water, gas, sewerage and drainage systems.	Destroy 5 years after construction is completed. (NARA Job NC1-207-79-12, item 39)
<u>Public Housing Occupancy</u>		
40.	Occupancy report form files. Includes reports on initial occupancy, continued occupancy, reexamination, annual certification regarding eligible families admitted, and characteristics of families who have applied but not been admitted. Also includes related correspondence and other documents.	Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 40)
41.	Project Property Reports Files consisting of correspondence and documents relating to project characteristics such as unit availability, change in number of units, end of initial operating period, and date of full availability.	Destroy 5 years after termination of the Annual Contributions Contract or Administration Contract. (NARA Job NC1-207-79-12, item 41)

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42.	Schedule of Rents File containing rent schedules, rent approval sheets, demonstrations of financial feasibility, five-year estimates of average annual rents, five-year estimates of average annual expense, utility allowances, and related correspondence.	Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 42)
43.	Approved Schedules of Maximum Income Limits File containing amendments of eligibility policy on income limits proposal, revision of income limits, economist's review of proposal for schedule of maximum income limits, revision of maximum income limits, proposal for special admission limits for displaced families, and related correspondence.	Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 43)
44.	Subject file consisting of correspondence and documents relating to tenant activities on housing projects such as use and operation of community facilities, Boy Scout and Girl Scout activities, child care, playground, tenant organizations, and other recreational activities.	Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 44)
45.	Compliance Review File consisting of correspondence relating to possible	Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 45)

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	violation of HUD policy on occupancy of housing projects, as shown in reports received from public housing agencies.	
46.	Occupancy Audit Reports Files containing the report on audit and related correspondence and documents on such occupancy matters as tenant eligibility for low-income housing; verification of income for admission and continued occupancy; order of preferences for admission; rents; methods and techniques for tenant selection; reexamination changes in scheduling of annual reexamination; and public housing agency letter of certification of eligibility of families.	Destroy 1 year after findings resulting from HUD occupancy audit of public housing agency are closed. (NARA Job NC1-207-79-12, item 46)
47.	General working file containing copies of occupancy correspondence, notes, and documents for Occupancy Auditors.	Destroy 1 year after findings resulting from HUD occupancy audit of public housing agency are closed. (NARA Job NC1-207-79-12, item 47)
	<u>Public Housing Maintenance Engineering, Utilities and Other Project Services</u>	
48.	Maintenance Engineering Survey File containing the engineer's findings on the operation and maintenance of the physical plant, record of observations, and photographs of the condition of the physical plants and grounds.	Destroy when superseded by two surveys. (NARA Job NC1-207-79-12, item 48)
49.	RESERVED.	

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
50.	Correspondence, research papers, technical publications, and technical reports on operating maintenance and construction problems.	Destroy when no longer needed for reference. Review annually. (NARA Job NC1-207-79-12, item 50)
51.	Correspondence, catalogs, pamphlets, technical publications, and reports regarding investigations of equipment, materials, costs, and methods for the improvement of project operation and maintenance.	Destroy when no longer needed for reference. Review annually. (NARA Job NC1-207-79-12, item 51)
52.	Project and subject files containing correspondence and documents relating to utility services and equipment. Includes utility contracts; utility consumption and costs; specifications, bids, and acceptance of utility services; review of utility services for possible economies; analysis of utility services to effect operating improvements; valuations of HUD-owned utility systems; and assistance in the sale of utility systems.	
a.	Long-term summary reports of utility experience.	Destroy when administration and management value has expired. Review annually. (NARA Job NC1-207-79-12, item 52a)

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	b. Other files.	Destroy when 5 years old. (NARA Job NC1-207-79-12, item 52b)
53.	Subject files containing correspondence and documents relating to electrical equipment for housing projects. Includes research and background material on conduits, boxes, interior wiring, and electric meters and reports on tests of electrical equipment.	Destroy 3 years after HUD management review and maintenance survey of public housing agency. (NARA Job NC1-207-79-12, item 53)
54.	Subject and project files containing correspondence, documents, and drawings relating to plumbing and heating for housing projects. Includes reports of tests and evaluations of heating and water systems and research and background material on heating and water systems.	Destroy 3 years after HUD management review and maintenance survey of public housing agency. (NARA Job NC1-207-79-12, item 54)
55.	Subject File consisting of correspondence and documents relating to general studies. Includes studies on garbage and trash disposal, kitchen and laundry operations, central laundry, furniture repair, and central storage; reports and background material; and community building plans.	Destroy 3 years after HUD management review and maintenance survey of public housing agency. (NARA Job NC1-207-79-12, item 55)
56.	Management contracts for project services and related correspondence.	Retire to a Federal Records Center 1 year after contract termination and final settlement. Destroy 6 years after contract termination and final settlement. (NARA Job NC1-207-79-12, item 56)

APPENDIX 35

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
57.	Consolidated Supply Contracts (equipment and maintenance items). Includes bid format, abstract of bids, unsuccessful bids, mailing lists, and related correspondence.	Place in inactive file when contract expires and retire to a Federal Records Center 1 year thereafter. Destroy 6 years after the contract expires. (NARA Job NC1-207-79-12, item 57)
58.	Correspondence, descriptive literature, specifications, and other material pertaining to the various items covered by consolidated supply contract.	Destroy when superseded. Review annually. (NARA Job NC1-207-79-12, item 58)
59.	Copies of public housing agency purchase orders, statements of purchases, invoices, shipping tickets, property surveys, property survey action, bid tabulations, related correspondence, and other material relating to personal property operations.	Place in the inactive file when 1 year old and retire to a Federal Records Center. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 59)

Public Housing Modernization

60.	Public housing agency applications (preliminary and final) for Modernization, supporting documents, and related correspondence.	
a.	Approved applications.	Retire to a Federal Records Center after Actual Modernization Cost Certificate is approved. Destroy 5 years after Actual Modernization Cost Certificate is approved. (NARA Job NC1-207-84-3, item 60a)
b.	Disapproved or withdrawn applications.	Place in inactive file upon disapproval or withdrawal. Destroy 2 years after disapproval or withdrawal. (NARA Job NC1-207-84-3, item 60b)

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
61.	HUD Modernization Lists.	
a.	Record copies kept by the Office of Finance and Accounting.	Destroy 3 years after Annual Contributions Contract termination. (NARA Job NC1-207-84-3, item 61a)
b.	Nonrecord copies used by Office of Public and Indian Housing as working copies.	Destroy when Annual Contributions Contract terminates. (NARA Job NC1-207-84-3, item 61b)
62.	Documents relating to Modernization construction and equipment contracts, Architect and Engineer agreements, related correspondence and reports.	Destroy when Actual Modernization Cost Certificate is approved. (NARA Job NC1-207-84-3, item 62)
63.	Modernization progress reports, work program revisions, and budget revisions other than the latest approved Budget.	Destroy when Actual Modernization Cost Certificate is approved. (NARA Job NC1-207-84-3, item 63)
64.	Documents required for advances of funds.	
a.	Record copies kept by the Office of Finance and Accounting.	Destroy 5 years after Annual Contributions Contract termination. (NARA Job NC1-207-84-3, item 64a)
b.	Nonrecord copies used by Office of Public and Indian Housing as working copies.	Destroy when Actual Modernization Cost Certificate is approved. (NARA Job NC1-207-84-3, item 64b)
65.	Actual Modernization Cost Certificate and supporting documents (latest approved Budget).	
a.	Record copies kept by the Office of Finance and Accounting.	Destroy 5 years after Annual Contributions Contract termination. (NARA Job NC1-207-84-3, item 65a)

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b.	Nonrecord copies used by Office of Public and Indian Housing as working copies.	Destroy when Annual Contributions Contract terminates. (NARA Job NC1-207-84-3, item 65b)
66.	RESERVED.	
<u>Section 8 Rental Assistance Program</u>		
Records included in items 67 through 73 pertain to the following Section 8 Housing Assistance Payments (HAP) and Section 23 Programs: New Construction, Substantial Rehabilitation, Existing, Farmers Home Administration Section 515 FmHA Set-Aside Program, and Housing Finance and Development Agencies (HFDA) Program.		
67.	Notification of Fund Availability (NOFA) material, allocation plans, and schedules.	Destroy 2 years after NOFA issued. (NARA Job NC1-207-79-12, item 67)
68.	Project File. Includes organization transcripts; proposals for new construction and rehabilitation, review material and related correspondence; management policies; Housing Assistance Payments (HAP) agreements and contracts; Lists of Preliminary Loan Contracts and Annual Contributions Contracts (ACC) for Section 8 projects; reviews of estimates of ACC required, preliminary expenses and other financial documents; site material including Environmental Clearance forms, maps and A-95 clearinghouse comments; Architect's Certifications for new construction and rehabilitation projects; and project-related correspondence.	
a.	When project is approved.	Destroy 6 years after HAP contract expires. (NARA Job NC1-207-79-12, item 68a)
b.	When project is approved and later cancelled.	Destroy 3 years after cancellation. (NARA Job NC1-207-79-12, item 68b)

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	c. When project is not approved.	Destroy 3 years after disapproval. (NARA Job NC1-207-79-12, item 68c)
69.	Correspondence not related to a specific project. Includes routine requests for information, complaints and other routine program matters not otherwise provided for in this schedule.	Break file at end of fiscal year. Destroy at end of following fiscal year. (NARA Job NC1-207-79-12, item 69)
70.	General Management File. Includes project and subject files of correspondence and documents relating to management reviews, management agreements, audit reports, status reports of management operations, trip reports, and management checklists.	Place in inactive file when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 70)
71.	Occupancy File. Includes occupancy audit reports; tenant applications; recertifications; documents relating to eligibility, admissions, initial occupancy, and tenant characteristics; and correspondence and other documents related to occupancy.	Destroy 1 year after findings resulting from HUD occupancy audit are closed. (NARA Job NC1-207-79-12, item 71)
72.	Maintenance Engineering, Utilities and Other Project Services File. This file includes documents and records related to the maintenance engineering functions, utility allowances, inspection forms by public housing agencies and	Place in inactive file when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 72)

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	owners and related correspondence, and management contracts for project services and related correspondence.	
73.	Financial File. This file contains documents such as requests for Housing Assistance Payments (HAP) by owners and public housing agencies; rent adjustment correspondence; management reviews and trip report files containing correspondence and documents relating to management audit of owners and public housing agency records; financial forms submitted in support; General Accounting Office exceptions file, consisting of correspondence and documents regarding recommendations as to the disposition of GAO exceptions, files containing forms and documents and related policies.	Place in inactive file at end of 3rd fiscal year after execution of contract. Destroy 6 years after contract termination. (NARA Job NC1-207-79-12, item 73)

Related Automatic Data Processing ADP Records

74. Low income public housing/rental assistance ADP records. This item covers ADP records relating to the programs covered by this schedule. Specifically, this item covers records of the following ADP systems: Bond Maturity Schedule System, Low Rent Housing (LRH) Occupancy Systems, Lower Income Assistance Program System (LIAPS), Modernization Program Reporting System (MPRS), Public Housing