RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition

Agency (PHA) Address Directory System, Public Housing Agency (PHA) Operating Statement System, Section 8 Management Information System, Subsidized Housing--Admissions/Continued Occupancy (SHACO) System, Target Project Program System (TPPS), and Tenant Application Profiles System (TAPS).

a. Documentation files. Cover those records required for servicing machine-readable records--for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of ADP systems.

    (1) Lower Income Assistance Program System (LIAPS) documentation file.

        (a) Copy of current system documentation file.

PERMANENT. Transfer immediately a copy of current file to NARA along with related master file. Offer future updates to NARA on an annual basis. (NARA Job NC1-207-79-12, item 74a(1)(a))

        (b) System documentation file maintained by HUD.

Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-79-12, item 74a (1)(b))

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
(2)	Subsidized Housing-- Admissions/Continued Occupancy (SHACO) System documentation file.	
(a)	Copy of current system documentation file.	PERMANENT. Transfer immediately a copy of current file to NARA along with related master file. Offer future updates to NARA on an annual basis. (NARA Job NC1-207-79-12, item 74 a(2)(a))
(b)	System documentation file maintained by HUD.	Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-79-12, item 74a (2)(b))
(3)	Other nonpermanent systems' documentation files.	Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-79-12, item 74a(3))
b.	Input documents.	
(1)	Forms, reports and other documents intended solely to serve as inputs to the system.	Destroy after data has been entered into the system and verified. (NARA Job NC1-207-79-12, item 74b(1))
(2)	Forms, reports and other documents which serve other program uses in addition to serving as inputs to the system.	Use the appropriate item in the previous sections of this schedule.

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
c.	Processing files. Those machine-readable files (from work files and raw data input files to publication files and security backup files) which are used to create and use a master file.	
(1)	Bond Maturity Schedule System.	Scratch 30 days after tape is created. (NARA Job NC1-207-79-12, item 74c(1))
(2)	All other ADP systems.	Scratch after third update cycle. (NARA Job NC1-207-79-12, item 74c(2))
d.	Master file. Constitutes the definitive state of a data file in a system at a given time.	
(1)	While the system is operational.	
(a)	Bond Maturity Schedule System.	Scratch 30 days after tape is created. (NARA Job NC1-207-79-12, item 74d(1)(a))
(b)	Low Rent Housing (LRH) Occupancy System.	Scratch after fifth update cycle. (NARA Job NC1-207-79-12, item 74d(1)(b))
(c)	Lower Income Assistance Program System (LIAPS).	
1	Copy of current master file.	PERMANENT. Transfer copy of the current master file to NARA immediately and offer future updates to NARA on an annual basis. (NARA Job NC1-207-79-12, item 74d(1)(c)1)

10/88

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
<u>2</u>	Copy of master file retained in HUD tape library.	Scratch after sixth update cycle. (NARA Job NC1-207-79-12, item 74d(1)(c)<u>2</u>)
(d)	Public Housing Agency (PHA) Address Directory System.	Scratch after next update. (NARA Job NC1-207-79-12, item 74d(1)(d))
(e)	Section 8 Management Information System. This system has an extract file which consists of partial data extracted to produce monthy Cumulative and Summary Reports. This file is not an exact copy of the data available in the system. The disposition given is for this extract file.	Scratch after third update cycle. (NARA Job NC1-207-79-12, item 74d(1)(e)
(f)	Subsidized Housing--Admissions/ Continued Occupancy (SHACO) System.	
<u>1</u>	Copy of current master file.	PERMANENT. Transfer copy of the current master file to NARA immediately and offer future updates to NARA on an annual basis. (NARA Job NC1-207-79-12, item 74d(1)(f)<u>1</u>)

10/88

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
2	Copy of master file retained in HUD tape library.	Scratch after tenth update cycle. (NARA Job NC1-207-79-12, item 74d(1)(f)2)
(g)	Tenant Application Profile System (TAPS).	Scratch after third update cycle. (NARA Job NC1-207-79-12, item 74d(1)(g))
(h)	The other 3 Systems: Modernization Program Reporting (MPRS); Public Housing Agency (PHA) Operating Statement; and Target Project Program (TPPS).	
1	Master file produced by the fourth (final) quarterly update each year.	Scratch 5 years after creation. (NARA Job NC1-207-79-12, item 74d(1)(h)1)
2	Master file produced by the other quarterly updates each year.	Scratch after fourth (final) quarterly update each year. (NARA Job NC1-207-79-12, item 74d(1)(h)2)
(2)	When the system is deleted from the inventory of active systems.	Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-79-12, item 74d(2))
e.	Printouts, output reports.	Destroy when superseded, obsolete or no longer needed for reference. (NARA Job NC1-207-79-12, item 74e)

10/88

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: PIH Information System (PIC) – Form 50058
System Code: P113

Description: The MTCS no longer exists. Its functionality has been incorporated into the PIH Information System (PIC) Form 50058 module. It is the central repository for data households assisted by Section 8 (Moderate Rehabilitation Program, Rental Certificate and Voucher Programs), Public Housing and Native American Housing programs managed by the Office of Public and Indian Housing (PIH). This data is used to monitor compliance with a wide variety of statutory and regulatory requirements set forth by PIH and the Office of Fair Housing and Equal Opportunity. In addition, the Office of Policy Development and Research uses 50058 data to develop policies and to monitor HUD assisted housing programs. PIC Form 50058 is the only source of detailed tenant data which identifies families covered by assisted housing programs. As such, this data is under the Privacy Act system of records (agency number HUD/H-11, Form 50058). This system is not used for financial transactions.

Item No.	Description of Records	Disposition
75. a.	**Work Files.** Consist of temporary files used to process data.	**TEMPORARY.** Move to disk backup when files are no longer needed to process data. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
b.	**Test Files.** Consist of data used to assure program accuracy.	**TEMPORARY.** Move to tape if not accessed within 45 days. Retain tape for one year. Thereafter, delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 1a).
c.	**Inputs.** Consist of media used solely to enter data into the system.	
(1)	Transaction Files. Consist of automated data files on tapes received and maintained monthly by system manager. These files are written in ASCII with all extraneous control characters removed from the data and blocked not higher than 32,000 bytes per block. Used to update the current version of data file/master file in the system each month.	**TEMPORARY.** Move to tape backup when tracking is completed. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

Item No.	Description of Records	Disposition
	(2) Transaction file updates.	**TEMPORARY.** Move to tape backup when transaction is completed. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
	(3) Transaction files no longer used or needed to update data files.	**TEMPORARY.** Move to tape backup when transaction is completed. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
	(4) Table files (used to provide specific information unique to a program).	**TEMPORARY.** Move to tape backup after one year. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
d.	**Data Files.** Reflect the current version of data in the system at any given time.	
	(1) For the time period covering the initial operation of the system December, 1959 through February, 1994.	**PERMANENT.** Transfer a copy of the data immediately to the National Archives in accordance with 36 CFR 1228.270
	(2) For the time period covering March, 1994 to the the present.	**PERMANENT.** Transfer a current copy of the data files to the National Archives every five years beginning March, 1999 in accordance with 36 CFR 1228.270.
e.	**Outputs.**	
	(1) History Files. Consist of obsolete master or transaction files for historical use or reference.	
	(a) End of quarter history files.	**TEMPORARY.** Move to tape backup when three years old. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

(29)

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

Item No.	Description of Records	Disposition
	(b) All other history files.	**TEMPORARY.** Move to disk backup after 120 days. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.
	(2) Output report files.	**TEMPORARY.** Move to disk backup after 14 days. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.
	(3) Output reports (paper, diskettes, microfiche)	
	(a) Master set kept by system sponsor.	
	1 Annual reports.	**TEMPORARY.** Move to tape backup when three years old. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.
	2 Semiannual reports.	**TEMPORARY.** Move to disk backup upon receipt of annual reports summarizing the monthly reports. Thereafter, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.
	3 Monthly reports.	**TEMPORARY.** Move to disk backup upon receipt of annual reports summarizing the monthly reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
	4 Weekly reports.	**TEMPORARY.** Move to disk backup upon receipt of annual reports summarizing the weekly reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or

(30)   7/05

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

Item No.	Description of Records	Disposition
		other operational purposes.
5	Daily reports.	TEMPORARY. Move to tape backup upon receipt of annual reports summarizing the daily reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
6	As requested reports.	TEMPORARY. Move to tape backup when one year old. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
(3)	All other sets.	
1	Annual reports.	TEMPORARY. Move to tape backup after one year. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
2	Semiannual, monthly, weekly and daily reports.	TEMPORARY. Move to disk backup upon receipt of reports. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
3	As requested reports.	TEMPORARY. Move to disk backup after one year. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.
4	Data files (used to provide formatted data to other systems or programs)	TEMPORARY. Move to disk backup after 45 days or after data has been verified. Thereafter, delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.

4

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

Item No.	Description of Records	Disposition

f. **Documentation.** Consists of an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of automated data processing systems. Includes, but not limited to the completed inventory listing of files being transferred with record count, records layout with data elements numbered, data elements dictionary, Privacy Act system notice covering the records when applicable; and the Technical Description for Transfer of Electronic Records to the National Archives (NA Form 14097) or its equivalent.

PERMANENT. Transfer one copy to the National Archives with system data as indicated in items d(1) and d(2) above.

    (1) Documentation updates.

PERMANENT. Transfer one copy to the National Archives with system data as indicated in items d(1) and d(2) above.

    (2) Documentation replaced by updates.

PERMANENT. Transfer one copy to the National Archives with system data as indicated in items d(1) and d(2) above.

    (3) Documentation updates no longer being replaced, updated, used, or needed.

PERMANENT. Transfer one copy to the National Archives with system data as indicated in items d(1) and d(2) above.

g. **Security backup files.** Consist of data identical to 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.

TEMPORARY. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied. (GRS 20, item 8a)

    (2) Files identical to records scheduled as temporary.

TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file. (GRS 20, item 8b)

RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

Item
No.   Description of Records   Disposition

h. System program library file. Consists of all programs   TEMPORARY. Move to tape backup
   and job control statements/instructions needed to run a   after three years or after the system or
   system.   program is placed on inactive list.
                                                                Thereafter, delete/destroy when no
                                                                longer needed for administrative, legal,
                                                                audit, or operational purposes.

Blank Page

34