

RECORDS DISPOSITION SCHEDULE 35
PUBLIC AND INDIAN HOUSING
SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
	c. Field Office Copies.	Temporary. Cut off file at end calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-4c.)
	d. All Other Copies. Convenience or working copies.	Temporary. Destroy or delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 78-4d.)
5.	Eminent Domain Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document the taking of a project or portion of a project by an agency that has the power of eminent domain under State law. Dates: 1998 to present. Estimated annual accumulation: 1 cubic feet.	
	a. Disapproved or Withdrawn Applications.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-5a.)
	b. Approved Application Case File-Record Copy.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 78-5b.)

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	d. All Other Copies. Convenience or working copies.	Temporary. Destroy or delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 78-5d.)
6.	Hope I Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to assist Housing Authorities to sell Low-Rent Public Housing units to residents. Funds were provided for planning as well as implementation starting with FY 1992 and ending with FY 1994. The program has not been funded since then, and the Department is in the process of closing the program down. Dates: 1995 to present. Estimated annual accumulation: 0 cubic feet. Total volume: 14 cubic feet.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 5 years after cutoff. (NARA Job No. N1-207-02-5, item 78-6.)
7.	Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by	Temporary. Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No. N1-207-02-5, item 78-7a.)

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	individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record- keeping copy.	
b.	Copies used for dissemination, re- vision or updating that are main- tained in addition to the record- keeping copy.	Temporary. Delete when dissemination, revision, or is complete. (NARA Job No. N1-207-02-5, item 78-7b.)