

RECORDS DISPOSITION SCHEDULE 5

TECHNICAL SUPPORT RECORDS

This Schedule provides disposition instructions for those records generated by the Office of Technical Support, Assistant Secretary for Housing-Federal Housing Commissioner.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Correspondence of the Director, Office of Technical Support.	Break files annually. Destroy when 3 years old. (NARA Job NC1-207-78-1, item 1)
2.	General Subject Correspondence Pertaining to the Technical Support Function. Copies of all Headquarters Technical Support correspondence. Includes Congressional, Institutional, Public, Inter-Agency, and Intra-Agency correspondence covering the interpretation of instructions, requests for waivers (as in the approval of special methods of construction), and various routine, repetitive aspects of Technical Support activities.	Break file annually. Transfer to Federal Records Center when 2 years old. Destroy when 6 years old. (NARA Job NC1-207-78-1, item 2)
3.	Supervisory Reports. Includes special investigative reports on Technical Support and Underwriting matters, and general and special reports covering architecture, valuation, processing, cost problems, land planning, mortgage credit, and sanitary, structural, and mechanical engineering, and other technical problems.	Break file annually. Destroy when 5 years old. (NARA Job NC1-207-78-1, item 3)
4.	Reference copies of HUD Technical and Underwriting Manuals, Letters, Training Handbooks, and issuances.	Destroy when superseded or obsolete. (NARA Job NC1-207-78-1, item 4)
5.	Technical Support Budget File. Consists of convenience copies of budget data submitted to the Office of Budget.	Destroy when 2 years old. (NARA Job NC1-207-78-1, item 5)

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6.	Travel Records. Office copies of travel authorizations, vouchers, itineraries, and related correspondence.	Destroy when 2 years old. (NARA Job NC1-207-78-1, item 6)

GENERAL TECHNICAL RECORDS

7.	Technical Reference Files. Files maintained for informational and operational use in specialized Technical Support areas. Information pertains to architecture, valuation, mortgage credit, land planning, construction cost, review and analysis, and property requirements. Information also relates to sanitary, structural, and mechanical engineering, materials, and special construction methods.	Destroy when superseded or obsolete. (NARA Job NC1-207-78-1, item 7)
8.	Construction Cost Data Files.	
	a. Construction cost reports received from field offices, which include current locality adjustment percentages.	Maintain in office for 2 years, then retire to Records Center. Destroy when 20 years old. (NARA Job NC1-207-78-1, item 8a)
	b. Field office documentation of Low Rent Public Housing prototype cost limits for all States, territories, and established prototype cost areas.	Maintain in office for 2 years, then retire to Records Center. Destroy when 10 years old. (NARA Job NC1-207-78-1, item 8b)
9.	Field Office Correspondence.	Break files annually. Destroy when 3 years old. (NARA Job NC1-207-78-1, item 9)
10.	Reference copies of Regional Review Reports. Maintained by various Technical Support activities to facilitate Headquarters supervision of field Technical Support operations.	Destroy when superseded or obsolete, or when 2 years old. (NARA Job NC1-207-78-1, item 10)

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11.	Chronological Files of Technical Support Correspondence.	Break files annually. Destroy when 3 years old. (NARA Job NC1-207-78-1, item 11)
12.	Technical Support Training Material.	Destroy when superseded or obsolete. Review annually. (NARA Job NC1-207-78-1, item 12)
13.	Administrative (facilitative and housekeeping) correspondence, pertaining to the internal operations of the Technical Support Branches.	Break file annually. Maintain for one additional year and then destroy. (NARA Job NC1-207-78-1, item 13)
14.	Special methods of construction correspondence. Prepared by architectural function in connection with construction proposals. Includes interoffice memoranda furnished as comments for preparation of letters to field offices.	Break files annually. Destroy when 3 years old. (NARA Job NC1-207-78-1, item 14)
15.	Appraisal Reports. These are appraisal reports for office buildings. They are designed to establish the reasonableness of rentals, and include appraisal reports made for other Government agencies upon request. The appraisals are related to specific large properties.	Destroy when 7 years old. (NARA Job NC1-207-78-1, item 15)
16.	Bibliography of Urban Real Estate Appraisal, with Supplements. A resume of writing on all phases of real estate appraisal, compiled by HUD Valuation officials.	Destroy when superseded or obsolete. (NARA Job NC1-207-78-1, item 16)
17.	Valuation Guidance Correspondence. Guidance and procedural material used in connection with the Valuation function.	Break file annually. Destroy when 6 years old. (NARA Job NC1-207-78-1, item 17)

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18.	Subject, Credit Guide and Procedural Correspondence. Copies of established policies and interpretive decisions including correspondence with mortgagees and mortgagors; legal rulings, and Headquarters decisions on cases submitted for review by field offices; processing instructions on specific cases; and general interpretive decisions of overall mortgage credit policy.	Break file annually. Transfer to Federal Records Center when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-78-1, item 18)
19.	Contract for Credit Reports. Files contain reports, correspondence, and related data.	Destroy 6 years after expiration date of contract. (NARA Job NC1-207-78-1, item 19)
20.	Minimum Property Standard Files. Files contain reference copies of Handbooks, issuances, other printed materials, with revisions, and related correspondence. Arranged by subject design and construction criteria for Housing, Rehabilitation, Swimming Pools, Water and Sewerage Disposal Systems, Mobile Home Parks, and Solar Heating and Domestic Hot Water Systems. Includes obsolete construction standards, structural engineering bulletins and rulings, and supplemental property requirements. Minimum Property Standards are intended to provide a sound technical basis for the planning and design of housing under HUD programs.	Destroy when superseded or obsolete, or when no longer needed for reference purposes. (NARA Job NC1-207-78-1, item 20)
21.	Minimum Property Standards Master Drafts and Review Data. These files are maintained for reference purposes in developing and revising the Standards.	Destroy when superseded or obsolete. Review annually. (NARA Job NC1-207-78-1, item 21)

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22.	General Subject and Technical Correspondence Files Pertaining to Minimum Property Standards. Files contain correspondence with manufacturers, prefabricators, various associations, and field offices.	Break files annually. Destroy when superseded or obsolete, or when 6 years old, whichever occurs first. Review annually. (NARA Job NC1-207-78-1, item 22)
23.	Environmental and Economic Impact Statements Related to Minimum Property Standards.	Destroy when superseded or obsolete. (NARA Job NC1-207-78-1, item 23)
24.	General Correspondence, Summaries, Reviews, and Evaluations Pertaining to Routine Administrative and Program Performance and Practice in Field Offices.	Break files annually. Destroy when 3 years old. (NARA Job NC1-207-78-1, item 24)
25.	Computerized Underwriting Processing System (CUPS). This machine-readable system facilitates underwriting processing from time of conception through property appraisal, mortgage credit analysis, and cost estimation.	Destroy when no longer needed for agency use, or when 5 years old, whichever occurs first. (NARA Job NC1-207-78-1, item 25)