

RECORDS DISPOSITION SCHEDULE 60

NEW COMMUNITIES RECORDS

This Schedule provides disposition instructions for records accumulating under those sections of the Housing and Urban Development Act of 1968 (P.L. 90-448), as amended, and Title VII of the Housing and Urban Development Act of 1970 (P.L. 91-609), as amended, which authorize Federal assistance to private and public new community developers. The program is designed to encourage the development of well-planned, diversified and economically sound new communities.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Inquiries from developers or others which do not result in a pre-application, including correspondence or records of meetings seeking information concerning the Title VII New Communities Program.	Destroy when 1 year old. (NARA Job NC1-207-79-2, item 1)
(Note: The files in items 1-6 are arranged alphabetically by project name, by stage and by an alpha-numeric file code within each stage.)		
2.	Pre-applications which do not result in an application for a guarantee including summaries of proposals for development of a new town usually submitted in book or exhibit form, photographs, publications, brochures, and correspondence.	Destroy when 3 years old. (NARA Job NC1-207-79-2, item 2)
3.	Applications including initial inquiry, pre-application and related correspondence which do not result in a project agreement. These files contain indepth financial and market analysis, appraisals of land, demographic and economic analysis, cash flow analysis, environmental impact studies, maps and related documents and correspondence and internal staff analyses of these documents and correspondence.	Destroy when 5 years old. (NARA Job NC1-207-79-2, item 3)
4.	Applications which do result in an executed Project Agreement between the new town developer and the Secretary of the Department. These files contain the information described in item 3 above. (15 cubic feet on hand; additional accumulation expected only if	

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	the program reopens in January 1978 as planned. A maximum of 5 new applications is anticipated in fiscal year 1978.)	
a.	Hard Copy.	Destroy after film is checked and verified. (NARA Job NC1-207-79-2, item 4a)
b.	Microfilm Jackets (original jacket and 1 diazo copy).	PERMANENT. Retire to Federal Records Center after Secretary ceases to have any liability or interest in the project. Offer to National Archives 10 years after Secretary ceases to have any liability or interest in the project. (NARA Job NC1-207-79-2, item 4b)
5.	Closing Documents. These files contain documents executed by the Secretary and the developer at the time of closing including a Project Agreement, Indenture of Mortgage and Deed of Trust and other related documents. (15 cubic feet on hand; additional accumulation expected only if the program reopens in January 1978 as planned. A maximum of 5 new projects is anticipated in fiscal year 1978.)	
a.	Hard Copy.	Same as for item 4a above. (NARA Job NC1-207-79-2, item 5a)
b.	Microfilm Jackets.	Same as for item 4b above. (NARA Job NC1-207-79-2, item 5b)
6.	Implementation Files. These files contain all correspondence, reports and studies received after execution of the Project Agreement necessary to monitor the developer's compliance with these	

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	agreements including amendments to development plans, financial reports, progress reports, marketing plans, cash flow analysis, grant activity reports and related staff analyses of these documents. (104 cubic feet on hand; accumulates about 22 cubic feet per year.)	
a.	Hard Copy.	Same as for item 4a above. (NARA Job NC1-207-79-2, item 6a)
b.	Microfilm Jackets.	Same as for item 4b above. (NARA Job NC1-207-79-2, item 6b)
7.	New Community Development Corporation Board Books. These books contain Minutes of Board Meetings, Board Resolutions and reports submitted by the staff of the New Communities Administration recommending Board Action such as issuance of Debenture Guarantees, acquisition or disposition of a project or other major action regarding development of a new town. (5 cubic feet on hand; accumulates about 1 cubic foot per year.)	<u>PERMANENT</u> . Retire to Federal Records Center 10 years after date of Board meeting. Offer to National Archives 15 years after date of Board meeting. (NARA Job NC1-207-79-2, item 7)
8.	Record copies of policy statements and special studies related to new town development. These files are maintained by fiscal year. (2 cubic feet on hand; accumulates about 1/2 cubic foot per year.)	<u>PERMANENT</u> . Retire to Federal Records Center 5 years after end of fiscal year. Offer to National Archives 10 years after end of fiscal year. (NARA Job NC1-207-79-2, item 8)
9.	Record copies of internal operating procedures, regulations, delegations of authority, and documents relating to the development of legislative proposals. These files are maintained by fiscal year.	Destroy when 6 years old. (NARA Job NC1-207-79-2, item 9)

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10.	Congressional correspondence. Consists of incoming and outgoing correspondence with Congressmen, their staff, or Congressional Committees and related back-up material.	
a.	Concerning a specific project. Congressional correspondence concerning a specific project is filed with that project file (items 2, 3, 4, or 6). Congressional correspondence which is a part of the project files listed in items 4 and 6 are microfilmed with the file.	Same as for the related project file in items 2, 3, 4, or 6 of this Schedule. (NARA Job NC1-207-79-2, item 10a)
b.	Concerning the overall program. Congressional correspondence concerning the overall program is filed separately.	Destroy when 3 years old. (NARA Job NC1-207-79-2, item 10b)
11.	General administrative or housekeeping files (such as budget, personnel, travel) consisting of reference copies.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 11)
12.	Technical reference file. Nonrecord copies of laws, regulations, directives, delegations of authority, policy statements, publications and related material used for reference.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 12)
13.	New Community Simulation Models (NUCOMS) automated system (System No. 147).	
a.	Data on tapes of the automated system.	Destroy upon termination of the program. (NARA Job NC1-207-79-2, item 13a)
b.	Cash Flow Statement, also known as Cash Flow Analysis (computer printout).	

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	(1) Copies filed in the related project files listed in items 3, 4, and 6 of this Schedule. Those printouts which are part of the project files listed in items 4 and 6 are microfilmed with the file.	Same as for the related project file in items 3, 4, or 6 of this Schedule. (NARA Job NC1-207-79-2, item 13b(1))
	(2) All other copies.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 13b(2))
c.	Risk Analysis Program (RAP) computer printouts.	Destroy when analysis complete. (NARA Job NC1-207-79-2, item 13c)
d.	Special Analysis Reports (computer printouts).	
	(1) Copies that become part of Board records in item 7 of this Schedule.	Same as for the Board records in item 7 of this Schedule. (NARA Job NC1-207-79-2, item 13d(1))
	(2) All other copies.	Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-79-2, item 13d(2))
e.	Annual Budget Control Documents (ABCD/(FRAM)) computer printouts, plus monthly updates. These printouts contain data only on approved projects.	
	(1) Copies filed in the related project files listed in items 4, 5, and 6 of this Schedule. These copies are microfilmed with the file.	Same as for the related project file in items 4, 5, or 6 of this Schedule. (NARA Job NC1-207-79-2, item 13e(1))
	(2) All other copies.	Destroy when 6 years and 3 months old. (NARA Job NC1-207-79-2, item 13e(2))