

RECORDS DISPOSITION SCHEDULE 7

RECORDS RELATING TO PROPERTY DISPOSITION

This schedule provides disposition instructions for all Headquarters and Field Office records relating to the Department's property disposition activities. This schedule supersedes previously approved Records Schedule 7, Property Disposition Records, dated 6/74. It also includes items relating to property disposition activities from Records Schedule 1, Area and Service Office Records, Schedule 17, Management Division Records, Schedule 35, Records Relating to Low Rent Program.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	General subject correspondence pertaining to the administration and management of all aspects of property disposition.	Break files annually. Destroy when 3 years old. (NARA Job NC1-207-79-13, item 1)
2.	Chronological files pertaining to the administration and management of all aspects of property disposition.	Break files annually. Destroy when 3 years old. (NARA Job NC1-207-79-13, item 2)
3.	Reference copies of opinions, policy and procedural issuances, interpretations, informational releases and publications, and any related published materials.	Destroy when superseded or obsolete, or when no longer needed. (NARA Job NC1-207-79-13, item 3)
4.	General subject files (facilitative and housekeeping records).	Use applicable General Records Schedules.
5.	Records of Headquarters and Field Office Property Disposition Committee actions (minutes). These records constitute the basis of the public offering and acceptance or rejection of bids and the execution of all relevant documents and instruments, including instruments of conveyance.	
	a. Signed originals of Committee Actions (Minutes).	Maintain originals of actions (minutes), together with approved copies of the disposition program for each project in the official records of the office approving the disposition program. Destroy 3 years

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		following the termination of the Secretary's interest in the transaction, or 10 years following a sale in which an insured mortgage, or mortgage taken back by the Secretary is involved. (NARA Job NC1-207-79-13, item 5a)
	b. All other copies.	Destroy when no longer needed for reference. (NARA Job NC1-207-79-13, item 5b)
6.	Contracts related to acquired properties. These files include contracts for goods and services related to the rehabilitation, repair, rental, maintenance, management, and demolition of acquired properties, and related data and correspondence including credit reports.	Apply provisions of General Records Schedule 3, item 4.
7.	Credit Reports on other than successful bidders.	Destroy 6 months after date of credit report. (NARA Job NC1-207-79-13, item 7)
8.	Bid Files.	
	a. Successful and Unsuccessful Bids.	Apply provisions of General Records Schedule 3, item 6a.
	b. Lists or card indices of acceptable bidders.	Apply provisions of General Records Schedule 3, item 6b.
9.	"Bidder Kits." Kits prepared by Office of Multifamily Financing and Preservation.	Destroy after sale of property involved. (NARA Job NC1-207-79-13, item 9)
10.	Contractors' Payroll Files and Employee Interview Records. These records are required under the Davis Bacon Act and Copeland Act and contain certified payrolls and statements of compliance of contractors.	Apply provisions of General Records Schedule 3, item 12.

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11.	Performance Record File on Repair Contractors. These files contain qualification and performance data and a log of outstanding contracts and all affiliated concerns.	Destroy 1 year after contractor is placed in inactive status. (NARA Job NCI-207-79-13, item 11)
12.	Minority Goals and Small and Large Business Records. The records are necessary to promote minority participation and to report on Government expenditures as required by General Services Administration.	Destroy when 3 years old. (NARA Job NCI-207-79-13, item 12)
13.	Solicitation Ledger for formal contracts and Purchase Order Log for Purchase Orders. A record of solicitation is required by the Federal Property Regulations.	Destroy 6 years after date of last entry. (NARA Job NCI-207-79-13, item 13)
14.	Case files of documents and correspondence relating to the disposition of real and related personal property by sale or other method of disposition.	
	a. Federally owned projects.	Transfer to a Federal Records Center 2 years after HUD is divested of title. Destroy 6 years after the Government no longer has any interest, including reversionary interests or reserved mineral rights. (NARA Job NCI-207-79-13, item 14a)
	b. Locally owned projects.	Transfer to a Federal Records Center 2 years after the action is recorded. Destroy 6 years after the action is recorded and any HUD financial interest is liquidated. (NARA Job NCI-207-79-13, item 14b)

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Item No.	Description of Records	Disposition
15.	Field Office Individual Property Files Involving Single Family Properties Acquired by the Secretary and Sold. These files relate to the acquisition, management, rental, operation, repair, and disposition of Secretary-held properties.	
a.	<u>As Is, All Cash Sales (without mortgage insurance).</u>	Transfer to Federal Records Center 1 year after sale of property. Destroy 6 years after sale of property or upon conclusion of any or all disputes, whichever is later. (NARA Job NCI-207-83-4, item 15a)
b.	<u>Repaired Sales (with mortgage insurance).</u>	Transfer to a Federal Records Center 1 year after sale of property. Destroy 6 years after (1) full payment of mortgage (mortgage is normally for 30 years), (2) termination of mortgage insurance, or (3) upon conclusion of any or all disputes, whichever is later. (NARA Job NCI-207-83-4, item 15b)
c.	<u>Claims Without Conveyance of Title (CWCOT) Case Files.</u> These files are records relating to property disposition. Field Office individual property files involving Single Family Properties sold to a third party under the Claims Without Conveyance of Title Program (24 CFR 203.368).	Transfer to Federal Records Center 1 year after termination of mortgage insurance. Destroy 6 years after sale of property, termination of mortgage insurance or upon conclusion of any and all disputes, whichever is later. (NARA Job NI-207-94-5, item 1 of SF-115 approved on 06/19/95)

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Item No.	Description of Records	Disposition
16.	Headquarters Property Disposition Multifamily Housing Project Master Files. These files contain original processing forms, preacquisition reports, acquisition notices, closing notices, management review, contracts of sale, and related correspondence and sales documents of properties acquired by the Secretary and sold.	
	a. <u>Cash Sales (without mortgage insurance).</u>	Transfer to a Federal Records Center 1 year after sale of property. Destroy 6 years after sale of property, or upon conclusion of any or all disputes, whichever is later. (NARA Job NCL-207-83-4, item 16a)
	b. <u>Term Sales or Cash Sales (with mortgage insurance).</u>	Transfer to a Federal Records Center 1 year after sale of property. Destroy 6 years after (1) <u>full</u> payment of mortgage (mortgage is normally 40 years), (2) termination of mortgage insurance or (3) upon conclusion of any or all disputes, whichever is later. (NARA Job NCL-207-83-4, item 16b)
17.	Headquarters Property Disposition Acquired Multifamily Property Card File.	Review annually and destroy cards no longer needed. (NARA Job NCL-207-79-13, item 17)
18.	Field Office Individual Property Files and Master Files Involving Multifamily Properties Acquired by the Secretary and Sold. These files relate to the acquisition, management, rental, operation, repair, and disposition of Secretary-held properties.	

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	a. <u>Cash Sales (without mortgage insurance).</u>	Transfer to a Federal Records Center 1 year after sale of property. Destroy 6 years after sale of property, or upon conclusion of any or all disputes, whichever is later. (NARA Job NCI-207-83-4, item 18a)
	b. <u>Term Sales or Cash Sales (with mortgage insurance).</u>	Transfer to a Federal Records Center 1 year after sale of property. Destroy 6 years after (1) <u>full</u> payment of mortgage (mortgage is normally for 40 years), (2) termination of mortgage insurance, or (3) upon conclusion of any or all disputes, whichever is later. (NARA Job NCI-207-83-4, item 18b)
19.	Property Acquisition Register (Form HUD-9501). This register provides a numerical listing of properties acquired by HUD and includes the FHA case number, address of the property, date acquired and date sale was closed.	Destroy 3 years after last sales closing entry. (NARA Job NCI-207-79-13, item 19)
20.	Sales Broker Nondiscrimination Certification (Form HUD-9556). These certifications of nondiscrimination are required of sales brokers participating in the sale of HUD-owned or Department of Defense properties.	Destroy 1 year from date of execution or when superseded. (NARA Job NCI-207-79-13, item 20)
21.	Field Office Log and Internal Review of Supervision of Area Management Brokers. This file contains logs and related internal reviews with supporting data of local office supervisory personnel connected with the monitoring of Area Management Brokers.	Destroy when 1 year old. (NARA Job NCI-207-79-13, item 21)

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
22.	Property Disposition Program Correspondence, reports and documents relating to the Property Disposition Program such as Form HUD-9505, Acquired Home Properties Monthly Report.	
	a. Headquarters copies.	Destroy 3 years after date of report. (NARA Job NCl-207-79-13, item 22a)
	b. All other copies.	Destroy 1 year after date of report. (NARA Job NCl-207-79-13, item 22b)
23.	Field Office Copies of Documentation of Joint Federal Housing and Veterans Administration Meetings. These files are maintained to document joint FHA/VA meetings concerning cooperative efforts toward the disposition of acquired properties. Includes correspondence and agreements between FHA/VA concerning pricing, repairs, rental related activities.	Destroy 2 years after termination of applicable agreements. (NARA Job NCl-207-79-13, item 23)
24.	Tenant record card used in connection with the Lease With Option to Purchase Program.	At the termination of the lease, insert the card in the property file case binder and destroy in accordance with disposition instructions for the Property File, item 18 of this Schedule. (NARA Job NCl-207-79-13, item 24)
25.	Cost Monitoring reports provided to review repair, maintenance and operating costs and losses.	Destroy when superseded or obsolete or when 3 years old, whichever is later. (NARA Job NCl-207-79-13, item 25)
26.	Property Record Cards (Forms HUD-9502 and 9503). These are cards used to maintain status of properties in inventory and historical data concerning sold properties.	Destroy 3 years after sales closing. (NARA Job NCl-207-79-13, item 26)

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27.	Supervision of Area Management Brokers File. These files contain inspection reports, correspondence and work sheets relating to brokers' performance and non-performance in all areas of brokers' activities.	Destroy upon termination of the applicable contract unless contract has been terminated for cause. If contract has been terminated for cause, retain for 1 year or until conclusion of any disputes, whichever is later. (NARA Job NCI-207-79-13, item 27)
28.	Area Management Broker Project Manager Accounting Reports (Form HUD-2700 series) Field Office Copies. File includes copies of brokers' reports of occupancy, disbursements, leases, past due rental accounts file, Field Office certifications and related correspondence concerning each Area Management Broker and Project Manager Contract. The files are maintained for local Office supervision of brokers' activities.	Apply provisions of General Records Schedule 6, item 1b.