

RECORDS DISPOSITION SCHEDULE 9

RESEARCH AND STATISTICS RECORDS

This schedule covers records accumulating in Headquarters relating to the Research and Statistics function. These records were formerly scheduled under Records Control Schedule FHA-9, Research and Statistics Records.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
A. POLICY, TECHNIQUES AND COMPLETED STUDIES		
1.	Policy Records--Research and Statistics Function. File includes economic and statistical justifications for budget submissions, policy relationship between the Research and Statistics function and other functions, recommendations and reports to the Assistant Secretary-Commissioner and other data reflecting administrative operational problems on a policy level.	Disposal not authorized. (NARA Job NN-167-78, item 1)
2.	Reference Files--Director, Research and Statistics. These are work papers needed by the Director, Research and Statistics Division, until superseded or obsolete. They include charts, tables, supporting data, general reference on housing conditions, and status of studies in process.	Destroy when superseded or obsolete. (NARA Job NN-167-78, item 2)
3.	Permanent Files of Completed Major Studies Produced by Research and Statistics Function. File includes data relative to the conception of the Federal Housing Administration, Annual Reports to Congress, record copies of the Insured Mortgage Portfolio, administrative matters and techniques. Studies include analyses of Mutual Mortgage Insurance Operations, Home Mortgage Lending, Amenity Valuation Method, Refinancing Mortgages on Existing Home Mortgage Experience, Apartment House Experience, Special FHA Tables in Mathematics of Finance, Table of Contents for	Disposal not authorized. (NARA Job NN-167-78, item 3)

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	Appraisal, Actuarial Handbook of the FHA, etc. They reflect the extent of insured mortgage programs of FHA and valuable data with respect to housing and economics on a national, State, city and regional basis.	
B. ADMINISTRATIVE		
4.	General Correspondence. These files include day-to-day correspondence of the Research and Statistics function and will have no further operational value after three years. Policy correspondence is covered by item 1 of this Schedule.	Destroy after 3 years. (NARA Job NN-167-78, item 4)
5.	Administrative Files Pertaining to the Operation of the Research and Statistics Function. File includes requisitions for forms and supplies, general personnel data, copies of the Division's budget submissions, inter-office memoranda, etc. (Nonrecord.)	Destroy after 2 years. (NARA Job NN-167-78, item 5)
6.	Unofficial Personnel Folders. File is maintained for convenience.	Use General Records Schedule 1 item 18.
7.	RESERVED.	
C. ACTUARIAL AND FINANCIAL		
8.	Minutes of Meetings of the Actuarial Advisory Committee. This committee is composed of the Federal Housing Administration Actuary, as Chairman, the Assistant Commissioner-Comptroller, and the Director of Research and Statistics Division. It is the function of the committee to make recommendations to the Commissioner with respect to actuarial policy and to initiate basic actuarial studies on the operations of the various insurance funds.	Disposal not authorized. (NARA Job NN-167-78, item 8)

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9.	Termination Rates and Reserve Factors File. These records contain detail of the procedures of the actuarial work and thinking that led to the establishment of reserves used for the Mutual Mortgage Insurance Fund and the determination of distributive shares under Section 205 of the National Housing Act. These records provide sources of information and methods of obtaining information for evaluating the insurance funds of the Federal Housing Administration.	Disposal not authorized. (NARA Job NN-167-78, item 9)
10.	Actuarial Correspondence With Financial Institutions, Government Agencies and Other Functions of the Administration. Policy records maintained by the Director of Research and Statistics (item 1), complete actuarial studies (item 3), along with items 8 and 9 are deemed adequate to document the actuarial function. These records, therefore, will have no further research value after three years.	Destroy after 3 years. (NARA Job NN-167-78, item 10)
11.	Reference Files of the Actuary. These files contain source material on problems in mathematics of finance for special studies in termination experience of project and home mortgage insurance; construction extension or revision of various tables; the approach to proposals of a regulatory or legislative nature, and to studies affecting FHA's insurance programs. They include interest functions, certain termination records, work sheets with respect to the reinsurance account, insured mortgage termination tabulations, default records, mortality tables showing rates of term of mortgage insurance contracts, and intra- and inter- agency studies, monthly income	Destroy when superseded or obsolete. (NARA Job NN-167-78, item 11)

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	statements, monthly financial statements, insurance in force statements. They also include card records of property characteristics, card records with respect to default of terminated mortgage insurance contracts, work sheets with respect to studies under specific titles of the National Housing Act and to market experience studies. The record copies of completed studies necessary for documentation of the Research and Statistics function are covered in item 3 of this Schedule and are to be retained.	
D. MARKET ANALYSIS		
12.	Housing Market Analyses. These reports are restricted to Government agency use, and have continuing value for research purposes. They are used by officials of FHA and other Government agencies in determining actions to be taken regarding the housing market and for background information on specific localities.	Disposal not authorized. Transfer to Federal Records Center after 5 years. (NARA Job NN-167-78, item 12)
13.	RESERVED.	
13-1.	Published Housing Market Analyses. These are edited housing market studies which have been cleared for publication.	Disposal not authorized. Transfer to Federal Records Center after 5 years. (NARA Job NN-167-78, item 13-1)
14.	General Market Analysis Correspondence and Administrative Files. File includes correspondence with market analysts, administrative offices of FHA and outside sources pertaining to the operations of the Market Analysis program. Also includes records pertaining to Annual Market Analysts conference at Headquarters.	Destroy after 2 years. (NARA Job NN-167-78, item 14)

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15.	Reference Files pertaining to the Market Analysis Function. File includes economic population and real estate data, census data and vital statistics, real estate and economics books, published reports, technical and administrative issuances, instructive material utilized as a working tool in the field of market analysis research.	Destroy when superseded or obsolete. (NARA Job NN-167-78, item 15)
E. STATISTICS		
16.	World War II Private Priority Quota Records. File includes a record of the activity in War Housing areas from the official quota authorization to the record of construction progress and final completion of the program. It also includes administrative issuance letters under which this program operated. The records will serve to document World War II priority programs with respect to housing and materials control. The controlled materials plan (CMP) manual which was developed in connection with the program is also a part of these records. They are occasionally used as reference material.	Disposal not authorized. (NARA Job NN-167-78, item 16)
17.	Standard Metropolitan Area Monograph Booklets. These booklets, by standard metropolitan areas as defined by the Bureau of the Census and comprising approximately 150 localities, are developed from data procured in the Home Mortgage Insurance Program. They represent the end product or summary of tabulations made with respect to such items as average monthly mortgage income, average monthly payments, housing expense, FHA valuation of properties, income ratio, market price, replacement cost of site and other data which are	Disposal not authorized. (NARA Job NN-167-78, item 17)

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	available for compilation. These monographs have been developed for 1940, 1950, and annually since 1955. This record copy file is of continuing value for reference.	
18.	Property Location Codes, County-City Code, and Filing Identification Code (Record Copy). File contains copies of the County-City Code sheets which were prepared in 1936 and revised in 1941 and used to code the location of each property securing a mortgage insured under the home mortgage programs of the Federal Housing Administration from 1936 to 1948. The Filing Identification Code sheets developed and installed in 1948 replaced the County-City Code for coding the location of each property with a mortgage insured under the home mortgage programs and in addition serves as the filing control of case listing forms in each insuring office.	Disposal not authorized. (NARA Job NN-167-78, item 18)
19.	Special Underwriting Tabulations-- Filing Identification and Underwriting Analyses Machine Tapes (Record Copy). The underwriting tabulations prepared at intervals for the analysis of underwriting operations on a filing identification and insuring office basis are preserved in the Research and Statistics Division for record purposes and are to be retained.	Disposal not authorized. (NARA Job NN-167-78, item 19)
20.	File copies of recurring reports prepared and distributed by the Data Processing and Reports Unit (Record Copies). A principal function of the Statistics Section is the accumulation, processing, and dissemination of statistical data on the operations of FHA.	Disposal not authorized. (NARA Job NN-167-78, item 20)

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	Most of these reports are prepared periodically and a record copy is retained in the files of the Data Processing and Reports Unit. This is a comprehensive record of FHA operations and achievements.	
21.	RESERVED.	
22.	Inventory of Multifamily Housing Mortgage Insurance (FHA Form 2087-P). This is a file of Multifamily Housing Mortgage Inventory forms prepared on an annual basis which will have no further value when replaced by a superseding inventory.	Destroy after replaced by current year's inventory. (NARA Job NN-167-78, item 22)
23.	Copies of FHA Call Reports--Title I (Form FH-10). These reports serve as a basis for developing annual Call Reports data in connection with Title I operations. The retention period of 3 years is adequate for reference purposes. The end product data are included in other records which are to be retained.	Destroy after 3 years. (NARA Job NN-167-78, item 23)
24.	Rental Housing Occupancy Study (Forms 2474 and 2474a or equivalent detail survey report sheets.) The Rental Housing Occupancy Survey is conducted annually and the detailed reports on the occupancy status of each individual project serve as the basis for the preparation of a summary report on rents and vacancies. The retention period of 5 years is sufficient for reference purposes. The summary reports of these data are included in other records and are to be retained.	Destroy after 5 years. Transfer to a Federal Records Center after 2 years. (NARA Job NN-167-78, item 24)

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25.	Source Material and Reference Records of the Statistics Function. File includes reports, statistical cards and work sheets, tables and charts, machine tabulations, detail cards, control listings, manifest files, monthly reports of insuring operations and similar material. They are essential for day-to-day operations in the development of summary statistical information. End product statistics, completed studies, special reports and other housing and economic, analytical and statistical information are retained as a part of item 3 of this Schedule.	Destroy when superseded or obsolete. (NARA Job NN-167-78, item 25)
26.	General Statistics Correspondence and Administrative Files. File includes correspondence pertaining to the administration and activities of the Statistics function and transmittals of data and analyses covering the three-year retention period provided in the Schedule.	Destroy after 3 years. (NARA Job NN-167-78, item 26)