

Request for Records Disposition Authority

Records Schedule Number: DAA-0207-2013-0001
Schedule Status: Approved
Agency or Establishment: Department of Housing and Urban Development
Record Group / Scheduling Group: General Records of the Department of Housing and Urban Development
Records Schedule applies to: Department-wide
Schedule Subject: Single Family Home Mortgage Insurance Program Records (Schedule 20)
Internal agency concurrences will be provided: No

Background Information

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0207-2013-0001

| Sequence Number | |
|-----------------|--|
| 1 | Condominium Project Files Disposition Authority Number: DAA-0207-2013-0001-0001 |

Records Schedule Items

| Sequence Number | | | | | | |
|----------------------|--|--|-----------------|--------------|----------------------|---------------------------|
| 1 | Condominium Project Files | | | | | |
| | Disposition Authority Number | DAA-0207-2013-0001-0001 | | | | |
| | <p>Application and recertification files required for condominium projects to be considered for the HUD approved condominium List, and related to single-family program files. Records in each file include material that demonstrates that the project is in full compliance with local and Federal regulations. Documents include, but are not limited to: summary sheets; records of the Condominium Association (or equivalent), including bylaws, budgets, articles of incorporation, certificate of insurance, and management agreements; project maps; requests for resubmission of rejected documents, including correspondence; recertification or re-approval cover letter; etc.</p> | | | | | |
| | Final Disposition | Temporary | | | | |
| | Item Status | Active | | | | |
| | Is this item media neutral? | Yes | | | | |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes | | | | |
| | Do any of the records covered by this item exist as structured electronic data? | Yes | | | | |
| | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>2225.6, HUD RDS 20.x</td> <td>HUD 2225.6, HUD RDS, 20.x</td> </tr> </tbody> </table> | | Manual Citation | Manual Title | 2225.6, HUD RDS 20.x | HUD 2225.6, HUD RDS, 20.x |
| Manual Citation | Manual Title | | | | | |
| 2225.6, HUD RDS 20.x | HUD 2225.6, HUD RDS, 20.x | | | | | |
| | Disposition Instruction | | | | | |
| | Cutoff Instruction | Cut-off at the end of the fiscal year certified/approved | | | | |
| | Retention Period | Destroy 5 year(s) after cutoff | | | | |
| | Additional Information | | | | | |
| | GAO Approval | Not Required | | | | |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|--------------------------|-------------------|---|---|
| 08/22/2013 | Certify | Carmelita Bridges | Departmental Records Officer | US Dept of Housing and Urban Development - US Dept of Housing and Urban Development |
| 08/22/2013 | Return for Revision | Sean Curry | Senior Records Analyst | National Archives and Records Administration - Agency Services |
| 12/04/2013 | Submit For Certification | Carmelita Bridges | Departmental Records Officer | US Dept of Housing and Urban Development - US Dept of Housing and Urban Development |
| 12/04/2013 | Certify | Carmelita Bridges | Departmental Records Officer | US Dept of Housing and Urban Development - US Dept of Housing and Urban Development |
| 02/13/2014 | Submit for Concurrence | Sean Curry | Senior Records Analyst | National Archives and Records Administration - Agency Services |
| 02/24/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 02/24/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 02/25/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |