

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Housing & Urban Development

2. MAJOR SUBDIVISION
Public and Indian Housing (PIH)

3. MINOR SUBDIVISION
Special Applications Center (SAC)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Iris Kerns, RMLO, PIH (202) 708-0614 x4
Pauline Grant, Mgmt. Analyst (202) 708-1891 x7

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-207-02-5

DATE RECEIVED
March 6, 2002

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES
26 10-17-297 02 *[Signature]*

6. 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 on the attached 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 2/27/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda Smoot</i> Brenda Smoot	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
79	<p>RECORDS DISPOSITION SCHEDULE 35</p> <p>PUBLIC AND INDIAN HOUSING (PIH)</p> <p>The Department of Housing and Urban Development (HUD) is proposing to add item 79, Office of Special Applications Center (SAC) records to Schedule 35, Public and Indian Housing.</p> <p>The proposed new item will provide descriptions and dispositions for Special Applications Center records. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office (GAO) concurrence is not required.</p> <p>See the attached Description of Records and Disposition instructions for the SAC records for your approval.</p>	<p><i>Iris Kerns</i> 2/27/02 Public and Indian Housing (PIH)</p> <p><i>Monette Brantley</i> 2/27/02 Office of Inspector General (OIG)</p> <p><i>Patricia A. Nash</i> 2/27/02 Office of General Counsel (OGC)</p>	

cc Agency NR Numa

RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
79	<p>The Special Applications Center (SAC) enables the Office of Public and Indian Housing to assist Housing Authorities in their efforts to efficiently and effectively meet the housing needs of their communities through the specialized review and approval of non-funded, non-competitive applications, related to:</p> <p>1. Section 18 Application Case Files. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records is to seek approval for the document demolition and/or disposition of properties that have received HUD funding. Dates: 1990 to present. Estimated annual accumulation: 27 cubic feet.</p> <p>a. Disapproved or Withdrawn Applications.</p> <p>b. Approved Application Case File-Record Copy.</p>	<p>Temporary. Cut off file at the end of the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-1a.)</p> <p>Temporary. Cut off file at end end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 79-1b.)</p>

RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
	c. Field Office Copies.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job N1-207-02-5, item 79-1c.)
	d. All Other Copies. Convenience or working copies.	Temporary. Destroy or delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 79-1d.)
2.	Section 202 Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document conversion of residents from low-rent project-based assistance to tenant-based assistance (Section 8). Dates: 1998 to present. Estimated annual accumulation: 1 cubic foot.	
	a. Disapproved or Withdrawn Applications.	Temporary. Cut off file at end of the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-2a.)
	b. Approved Application Case File-Record Copy.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 79-2b.)

RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
c.	Field Office Copies.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-2c.)
d.	All Other Copies. Convenience or working copies.	Temporary. Destroy or delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 79-2d.)
3.	Homeownership Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document the sale of units under annual contributions contract to residents or individuals who are eligible to become residents. Dates: 1998 to present. Estimated annual accumulation: 4 cubic feet.	
a.	Disapproved or Withdrawn Applications.	Temporary. Cut off at end of the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-3a.)
b.	Approved Application Case File-Record Copy.	Temporary. Cut off at end of the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 79-3b.)

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APPENDIX 35

RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
c.	Field Office Copies.	Temporary. Cut off at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-3c.)
d.	All Other Copies. Convenience or working copies.	Temporary. Destroy or delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 79-3d.)
4.	Designated Housing. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document the designation of annual contributions contract units for elderly, handicapped or mixed. Dates: 1995 to present. Estimated annual accumulation: 5 cubic feet.	
a.	Disapproved or Withdrawn Applications.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-4a.)
b.	Approved Application Case File-Record Copy.	Temporary. Cut off at end of the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 79-4b.)

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PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
c.	Field Office Copies.	Temporary. Cut off file at end calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-4c.)
d.	All Other Copies. Convenience or working copies.	Temporary. Destroy or delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 79-4d.)
5.	Eminent Domain Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document the taking of a project or portion of a project by an agency that has the power of eminent domain under State law. Dates: 1998 to present. Estimated annual accumulation: 1 cubic feet.	
a.	Disapproved or Withdrawn Applications.	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-5a.)
b.	Approved Application Case File-Record Copy.	Temporary. Cut off file at end calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 79-5b.)

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PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
c.	Field Office Copies.	Temporary. Cut off file at end calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 79-5c.)
d.	All Other Copies. Convenience or working copies.	Temporary. Destroy or delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 79-5d.)
6.	Hope I Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to assist Housing Authorities to sell Low-Rent Public Housing units to residents. Funds were provided for planning as well as implementation starting with FY 1992 and ending with FY 1994. The program has not been funded since then, and the Department is in the process of closing the program down. Dates: 1992 to 1995 ^{present,} Estimated annual accumulation: 0 cubic feet. Total volume: 14 cubic feet. ^{OK-11-02 by P. Grant}	Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 79-6.)

RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item No.	Description of Records	Disposition
7.	Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Temporary. Delete within 180 days after the recordkeeping copy has been produced. (NARA Job No.N1-207-02-5, item 79-7a.)
	b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.	Temporary. Delete when dissemination, revision, or is complete. (NARA Job No. N1-207-02-5, item 79-7b.)