

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Department of Housing and Urban Development	
2 MAJOR SUBDIVISION Assistant Secretary for Housing	
3 MINOR SUBDIVISION Debt Collection and Asset Management System	
4 NAME OF PERSON WITH WHOM TO CONFER Jay Mentas	5. TELEPHONE 518 464-4299

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-207-09-8	
DATE RECEIVED 2-11-2009	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 _____ 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 2/4/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmelita Bridges</i> Carmelita Bridges	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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>RECORDS DISPOSITION SCHEDULE</p> <p>OFFICE OF HOUSING</p> <p>DEBT COLLECTION AND ASSET MANAGEMENT SYSTEM</p> <p>The Department of Housing & Urban Development, (HUD) is proposing to add Schedule , Office of Housing, Debt Collection and Asset Management System - Title I, to HUD Records Disposition Schedules, 2225.6. This new electronic system schedule will provide description of records and disposition instructions for Debt Collection and Asset Management System - Title I, record items. These files are not used 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 new record items.</p>	<p>WITHDRAWN</p> <p><i>[Signature]</i> 2/3/09 Office of Housing, H</p> <p><i>[Signature]</i> 2/11/2009 Office of General Counsel, OGC</p> <p><i>[Signature]</i> 2/29/09 Office of the Inspector General, OIG</p>	<p>3/1/2010</p>

RECORDS DISPOSITION SCHEDULE

OFFICE OF HOUSING

DEBT COLLECTION AND ASSET MANAGEMENT SYSTEM – TITLE I

System Code: F71

System Name: Debt Collection and Asset Management System (DCAMS)

System Purpose: The DCAMS System allows staff of HQ and Financial Operations Center to monitor and pursue collection action on defaulted Title I debts. It is a collection system that handles needed functions to perform a full range of debt collection activities.

System Description: The Debt Collection and Asset Management System is used to monitor and collect defaulted Title I loans for which a claim has been filed by the lender and has been subsequently paid by HUD. The system handles all the collection functions including all the financial activities, billing and dunning, credit bureau reporting, referral of debts to Treasury as required under the Debt Collection Improvement Act (DCIA), 1098, and 1099 reporting, etc.

Item No.	Description of Records	Disposition
1.	Documentation. Consists of deliverables, data dictionaries, requirements, user manual, etc.	Permanent. Keep unless application is decommissioned, in which case archive to HUD after two years.
2.	Test files. Data used to assure software correctness.	Temporary. Delete when testing is complete.
3.	Input. Consists of media used to enter data into application and for	Temporary. Store media for three years and then archive to HUD.
4.	Output Reports. Can be on-line or printed.	Temporary. Delete when no longer needed.
5.	Electronic Files. Backed up daily and monthly.	Temporary. Destroy when no longer needed.

RECORDS DISPOSITION SCHEDULE

OFFICE OF HOUSING

DEBT COLLECTION AND ASSET MANAGEMENT SYSTEM – TITLE I

Item No.	Description of Records	Disposition
6.	System Program Library file. Consists of all programs and stored procedures for operating F71.	Temporary. Delete three years after programs are placed on the inactive list.