

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*22 items*

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Housing Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Bruce Vincent

5. TEL. EXT.

755 6700

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>APR 22 1976</b>	JOB NO. <b>NC1-207-76-8</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<p><i>4-29-76</i> <u>James P. O'Neill</u> (Date) <i>acting</i> Archivist of the United States</p>	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4-19-76

Date

Russell F. Thompson

(Signature of Agency Representative)

HUD Records Officer

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>Housing for Educational Institutions Records</b></p> <p>Attached is a revised records schedule for Housing for Educational Institutions Records. This schedule supersedes the one approved August 7, 1957 - National Archives Job No. II-WNA-2336.</p>		

*Copy to Agency + All FRCs 5-3-76*

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RECORDS SCHEDULE 19

HOUSING FOR EDUCATIONAL INSTITUTIONS RECORDS

This schedule covers College Housing records accumulating under Title IV, Housing for Educational Institutions, of the Housing Act of 1950, as amended, Public Law 475, 81st Congress, 64 Stat. 48, 77, 12 U.S.C. 1749.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Application and Loan Agreement Files.	
a.	When long-term government loan is rescinded by sale or bonds to private investor.	
	Area and Headquarters Office Files.	Destroy 3 years after final settlement.
b.	When projects are partially or wholly financed with Federal funds through bond-purchase agreement.	
	Area and Headquarters Office Files.	Destroy 3 years after all bonds purchased have been redeemed, or sold, and loan agreement terminated.
2.	Correspondence on Applications and Loan Agreements consisting of regular correspondence with applicants, and local, state, and Federal agencies and institutions which do not qualify the covenants and pledges of the application and loan agreement documents.	
	Area and Headquarters Office Files.	Destroy 3 years after final disbursement and satisfactory close of final audit.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
3.	Requisition Files.	
	Area and Headquarters Office Files.	Destroy 3 years after final disbursement and satisfactory close of final audit.
4.	Construction Contracts Documents	
	a. Area Office Files.	Destroy 3 years after close of final audit and satisfactory settlement of contract.
	b. Headquarters Office Files.	Destroy 2 years after satisfactory settlement of contract and close of final audit.
5.	Prebid Set of Contract Documents.	
	a. Area Office Files.	Destroy when approved conformed contract, specifications, and plans become part of the official file.
6.	Bond Transcript Documents	
	a. Area and Headquarters Office Files.	Destroy 3 years after all bonds purchased have been redeemed, and all agreements terminated. When long-term government loan is rescinded by sale of bonds to private investor, the record set of bond transcript documents shall be released to the private investor upon completion of sale.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
7.	Loan Servicing Files -- established only when bonds are purchased by the Federal Government.	
	a. Documentation among HUD, Trustee, and borrower evidencing borrower's understanding and agreement to continue compliance with covenants and pledges of loan documents; noncompliance with requirements of loan agreement, trust indenture, or bond resolution.	
	Area and Headquarters Office Files.	Destroy 3 years after repayment of the loan and termination of loan agreements.
	b. Confirmation of agreements and correspondence between borrower, trustee and HUD relating to loan servicing functions.	
	Area and Headquarter Office Files.	Destroy after 2 years
	c. Reports consisting of initial annual, and special reports submitted by borrower or auditor to Area Office.	
	Area and Headquarters Office Files.	Destroy 3 years after exceptions have been satisfactorily resolved. If no exceptions, retain current and previous year's reports.
8.	Project Control Records consisting of individual applicant status record documenting action taken from application through bond purchase stage.	

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	Area Office Files.	PERMANENT. Place in inactive file after project completion and final audit. Send as a complete unit to Headquarters 1 year after liquidation of program for offer to the National Archives.
9.	Loan Servicing Control Records.  Area Office Files.	Destroy 6 years after all securities have been redeemed.
10.	Withdrawn, Disapproved, or Deferred Applications and related correspondence.  Area and Headquarters Office Files.	Destroy 5 years after withdrawal, disapproval, or deferral.
11.	General Subject Files. (Housekeeping Records)	Use applicable GSA Records Schedules.
12.	General Subject Files (Program Records) consisting of basic statutes, legislative proposals, legal opinions, Congressional statements, organization charts, termination of functions, delegations of authority, redelegations, policy statements, operating procedures and instructions, accounting and fiscal reporting, sample copies of forms, agendas and minutes of meetings, decisions and recommendations, reports, contracts, agreements, memorandums of understanding, and studies.	
	a. Headquarters Office Files.	PERMANENT. Offer to National Archives when 25 years old.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
12.	b. Area and Regional Office Files.	Destroy when file is 4 years old.
13.	Administrative Procedures and Informational Releases and Publications consisting of dissemination of informational and promotional material including press releases, speeches, handbook issuances, publications, and similar material.	
	a. Headquarters Office Files.	PERMANENT. Retain one complete set of each type of issuance. Offer to National Archives when 25 years old.
	b. Other sets of files including Regional Offices and all subdivisions.	Destroy when superseded or obsolete. Review every 3 years.
14.	Contractor's Payrolls, consisting of weekly payrolls, with related certifications.	Destroy 6 months after final project inspection unless wages or other matter involving the payrolls are in dispute or question, in which instance destroy after case is satisfactorily closed.
15.	Field Engineers' Project Records	Destroy 1 year after satisfactory completion of contract and final settlement.
16.	Field Engineers' General Subject Files.	Destroy when material has no further reference needs, or when obsolete. Review every 3 years.