

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>
	(b) Input Documents.	
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified. (NARA Job NC1-207-79-8, item 28a2(b)(1))
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-79-8, item 28a2(b)(2))
	(c) Processing Files.	Scratch after fourth update cycle. (NARA Job NC1-207-79-8, item 28a2(c))
	(d) Master File.	
	(1) Operational systems in a processing mode.	Scratch 5 years after date of processing. (NARA Job NC1-207-79-8, item 28a2(d)(1))
	(2) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 28a2(d)(2))
	(e) Printouts and other output reports.	Destroy when superseded or obsolete, or no longer needed for administrative reference purposes. (NARA Job NC1-207-79-8, item 28a2(e))

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>
3.	<u>FIELD SUPPORT SYSTEMS (R17):</u>	
	(a) Documentation File.	Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-79-8, item 28a3(a))
	(b) Input Documents.	
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified. (NARA Job NC1-207-79-8, item 28a3(b)(1))
	a. Form HUD 92068A, Single Family Default Monitoring System Status (Initial Case Data Report) and Form HUD 92068B, Single Family Default Monitoring System Status of Single Family Mortgages in Default.	Destroy after third update cycle. (NARA Job NC1-207-79-8, item 28a3(b)(1)a)
	b. Form HUD 92068C, Single Family Default Monitoring System Distribution of Insured Mortgages Serviced and Delinquent.	Destroy after second quarter. (NARA Job NC1-207-79-8, item 28a3(b)(1)b)
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with instructions in this schedule. (NARA Job NC1-207-79-8, item 28a3(b)(2))

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>
	(c) Processing Files.	Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28a3(c))
	(d) Master File.	
	(1) Operational systems in a processing mode.	Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28a3(d)(1))
	(2) System eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 28a3(d)(2))
	(e) Printouts and other output reports.	
	(1) Control set maintained in Single Family Default Monitoring Systems (SFDMS) Control Center.	Maintain current and one preceding year in SFMDS control center. Transfer to inactive file or to Federal Records Center when volume warrants. Destroy when 3 years old. (NARA Job NC1-207-79-8, item 28a3(e)(1))
	(2) All other reference copies.	Destroy when superseded or obsolete. (NARA Job NC1-207-79-8, item 28a3(e)(2))

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>
b.	All other operational or superseded Assistant Secretary for Housing-- Federal Housing Commissioner Systems including:	
	1. Acquired Home Property Disposition Summary (R12).	
	2. Appraisal and Statistical Collection (F30A).	
	3. Congressional Reporting (F33).	
	4. Critical Path Processing (R07).	
	5. Duration Reporting (F11). (Cancelled. Replaced by F33.)	
	6. Housing Operating Plan (HOPS) (F82).	
	7. Mortgage Insurance Statistical (F27). (Cancelled.)	
	8. Single Family Insurance Activities (R33).	
	9. Single Family Statistical Reporting (F31A, C).	
	10. Single Family Trends Data (F31D).	
	11. Ratio and Actuarial Reporting (F31G).	
	12. File Identification and County (FI/CO) Maintenance (F80).	
	13. Mortgagee Performance Monitoring (MPMS) (F81).	
	14. Insured and Terminated (F30B).	
	15. Default and Termination (F31E).	

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>
16.	Homeownership Assistance and Recertification Application (HARAS) (F31F).	
17.	Management Information Reporting (MIRS) (F31I).	
	Disposition instructions for these systems are:	
	(a) Documentation File.	Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-79-8, item 28b(a))
	(b) Input Documents.	
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified. (NARA Job NC1-207-79-8, item 28b(b)(1))
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-79-8, item 28b(b)(2))
	(c) Processing Files.	Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28b(c))
	(d) Master File.	
	(1) Operational systems in a processing mode.	Scratch after third update cycle. (NARA Job NC1-207-79-8, item 28b(d)(1))

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>
	(2) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 28b(d)(2))
	(e) Printouts and other output reports.	Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (NARA Job NC1-207-79-8, item 28b(e))
29.	Administrative Support Systems (A08).	
	(a) Documentation File.	Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-79-8, item 29(a))
	(b) Input Documents.	
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy 3 years after data has been entered into system and verified. (NARA Job NC1-207-79-8, item 29(b)(1))
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-79-8, item 29(b)(2))
	(c) Processing Files.	Scratch (erase) after update cycle. (NARA Job NC1-207-79-8, item 29(c))

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(d) Master File.	
	(1) Operational systems in a processing mode.	Scratch after third update cycle. (NARA Job NC1-207-79-8, item 29(d)(1))
	(2) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems. (NARA Job NC1-207-79-8, item 29(d)(2))
	(e) Printouts and other output reports.	
	(1) Daily Charge Out Reports.	Destroy 3 years after close of calendar year involved. (NARA Job NC1-207-79-8, item 29(e)(1))
	(2) Other printouts and output reports.	
	a. Transaction Register, List of Case Binders, Received and Rejected Transactions and ADP Requests for Home Mortgage Insured Case File.	Destroy after monthly update is generated. (NARA Job NC1-207-79-8, item 29(e)(2)a)
	b. Daily Inquiry Reports.	Destroy when 1 year old. (NARA Job NC1-207-79-8, item 29(e)(2)b)
	c. Case Binders Processed.	Destroy 1 year after update is generated. (NARA Job NC1-207-79-8, item 29(e)(2)c)
	(3) Microfiche copies of data extracted from Form FHA 9100.2, Mortgage Insurance Certificate.	Destroy 1 year after current year's update is completed. (NARA Job NC1-207-79-8, item 29(e)(3))

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
30.	Insurance In Force (IIF) Small Homes System (F22).	
(a)	System documentation maintained by HUD, including official record copy of all technical documents identified in HUD's ADP Documentation Standards Manual.	Destroy 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-80-3, item b(1)(a))
(b)	Input Documents. Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into the system and verified. (NARA Job NC1-207-80-3, item b(1)(b))
(c)	Input Documents. Documents that are part of the official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule. (NARA Job NC1-207-80-3, item b(1)(c))
(d)	Processing Files. Initial, Intermediate or Valid Transaction Data.	Scratch after third update cycle. (NARA Job NC1-207-80-3, item b(1)(d))
(e)	Processing Files. Publication and Print Files.	Scratch after third update cycle. (NARA Job NC1-207-80-3, item b(1)(e))
(f)	Master Files retained in HUD Tape Library.	Scratch after third update cycle. Destroy final version of master 3 years after system is eliminated from inventory of active systems. (NARA Job NC1-207-80-3, item b(1)(f))
(g)	Printouts and other output reports.	Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (NARA Job NC1-207-80-3, item b(1)(g))



RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
31.	Newly established automated systems not covered in this Records Disposition Schedule.	System sponsor must prepare and submit Form HUD-552, Request for Change in HUD Records Schedule, to cover new automated system. Submit through appropriate Administrative Support or Housing Programs Systems Division to the Departmental Records Management Officer. Attach a copy of the record layout and the Glossary of Terms/General Purpose Format. (NARA Job NC1-207-80-3, item a)
32.	Pre-Foreclosure Sale Case File (PFS). This file relates to requests for participation in the PFS program. PFS enables mortgagors to sell properties on which the indebtedness exceeds the market value, and HUD pays the lender the difference between the sale proceeds and the balance owed. Foreclosure is avoided, and HUD does not acquire the property. Includes all documents received from the mortgagor, mortgagee, real estate agent, and the closing agent. Documentation and correspondence from the Field Offices and contractors is also included.	Transfer to Federal Records Center 1 year after a claim is filed by the mortgagee. Destroy 6 years after a claim is filed by the mortgagee. (NARA Job N1-207-95-4)

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

System Description: This is a mainframe electronic data system. This system consolidates statistical data collection and storage for all automated single family systems, including: Appraisal and Statistical Collection (F30), Congressional Reporting (F33), Single Family Insurance Activities (R33), Single Family Statistical Reporting (F31-A and C), Single Family Trends Data (F31D), Ten-Year Statistical (F69), Fiscal Control (F21), Single Family Default Monitoring System (R17), and Mortgagee Performance Monitoring System (F81). This system also includes all Home Mortgage Disclosure Act (HMDA) data and interfaces with the Federal Reserve System for HMDA purposes. The F42 System provides Single Family Statistics and is not a financial system.

Automated systems that interface with this system:

Single Family Insurance System (A43)

Average Area Purchase Prices System (F08)

Computerized Homes Underwriting Management System (F17)

Single Family Insurance Consolidator and Distributor System (F22)

Institution Master File (F51)

Credit Alert Interactive Voice Response (F57)

THIS IS THE SYSTEM DESCRIPTION FOR ITEM 33



RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	<u>Description of Records</u>	<u>Disposition</u>
33.	a. Work files. Consist of temporary files used to process data.	Delete when no longer needed. (NARA JOB N1-207-96-4, item 33 a)
	b. Test files. Consist of data used to assure program accuracy.	Delete from mass storage and move to tape if not accessed within 45 days. Destroy tape if not accessed within 1 year. (NARA JOB N1-207-96-4, item 33 b)
	c. Documentation. Consists of an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of automated data processing (ADP) systems. Includes, but not limited to the completed: inventory listing of files being transferred, records layout with data elements numbered, data elements dictionary, Privacy Act system notice covering the records when applicable; and the Technical Description for Transfer of Electronic Records to the National Archives (NA FORM 14097) or its equivalent.	PERMANENT. Transfer 1 copy of current file immediately to National Archives with the related master file for the time period from 1987 through 1994. (NARA JOB N1-207-96-4, item 33 c)

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(1)	Current file updates.	PERMANENT. Transfer 1 copy of updates to National Archives annually at end of each calendar year. (NARA JOB N1-207-96-4, item 33 c (1))
(2)	Current file no longer updated, used or needed.	PERMANENT. Transfer to the National Archives before the system becomes inactive, is replaced, suspended or deleted whichever is sooner. (NARA JOB N1-207-96-4, item 33 c (2))