

Part 11 - Housing for Education Institution Records

This schedule covers college housing records accumulated under Title IV, Housing for Educational Institutions, of the Housing Act of 1950, as amended, Public Law 475, 81st Congress, 64 Statute 48, 77, 12 U.S.C. 1949.

The College Housing Program is established to assist educational institutions in providing housing and other educational facilities for students and faculties through direct loans for the construction or purchase of facilities, or through annual debt service grants to reduce the cost of borrowing from other sources for construction purposes, where private financing is not available.

Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying the disposition instructions.

ED/RDS

ITEM

NO.

DESCRIPTION OF RECORDS

DISPOSAL

AUTHORITY

1. **Application and Loan Agreement Files.**

- a. When long-term Government loan is rescinded by sale of bonds to private investor.

Area and headquarters office files.

Disposition: Destroy when obsolete or superseded.

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NC1-207-76-8
Item 1a

- b. When projects are partially or wholly financed with Federal funds through bond-purchase agreement.

Area and headquarters office files.

Disposition: Destroy 3 years after all bonds purchased have been redeemed or sold, and loan agreement terminated.

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<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
2.	<p>Correspondence on Application and Loan Agreements Consisting of Regular Correspondence with Applicants and Local, State, and Federal Agencies and Institutions, which does not qualify the Covenants and Pledges of the Application and Loan Agreement Documents.</p> <p>Area and headquarters office files.</p> <p><u>Disposition:</u> Destroy 3 years after final disbursement and satisfactory close of final audit.</p>	<p>NARA Job No. NC1-207-76-8 Item 2</p>
3.	<p>Requisition Files.</p> <p>Area and headquarters office files.</p> <p><u>Disposition:</u> Destroy 3 years after final disbursement and satisfactory close of final audit.</p>	<p>NARA Job No. NC1-207-76-8 Item 3</p>
4.	<p>Construction Contracts Documents.</p> <p>a. <u>Area Office Files.</u></p> <p><u>Disposition:</u> Destroy 3 years after close of final audit and satisfactory settlement of contract.</p> <p>b. <u>Headquarters Office Files.</u></p> <p><u>Disposition:</u> Destroy 2 years after satisfactory settlement of final audit.</p>	<p>NARA Job No. NC1-207-76-8 Item 4a</p> <p>NARA Job No. NC1-207-76-8 Item 4b</p>
5.	<p>Pre-bid Set of Contract Documents.</p> <p>a. <u>Area office files.</u></p>	

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<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
	<u>Disposition:</u> Destroy when approved conformed contract, specifications, and plans become part of the official file.	NARA Job No. NC1-207-76-8 Item 5
6. Area and Headquarters Office Files.		
	<u>Disposition:</u> 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.	NARA Job No. NC1-207-76-8 Item 6
7. Loan Servicing File. Established only when bonds are purchased by the Federal Government.		
a. <u>Documentation among ED, 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 loan resolution.</u>		
1) Area and headquarters office files.		
	<u>Disposition:</u> Destroy 3 years after repayment of the loan and termination of loan agreements.	NARA Job No. NC1-207-76-8 Item 7a
b. <u>Confirmation of agreements and correspondence between borrower, trustee, and ED relating to loan servicing functions.</u>		
1) Area and headquarters office files.		
	<u>Disposition:</u> Destroy after 2 years.	NARA Job No. NC1-207-76-8 Item 7b

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<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
	<p>c. <u>Reports consisting of initial, annual, and special reports submitted by borrower or auditor to area office.</u></p> <p>1) Area and headquarters office files.</p> <p><u>Disposition:</u> Destroy 3 years after exceptions have been satisfactorily resolved. If no exceptions, retain current and previous year's reports.</p>	<p>NARA Job No. NC1-207-76-8 Item 7c</p>
8.	<p>Project Control Records consisting of individual applicant status record documentation action taken from application through bond purchase stage.</p> <p><u>Disposition:</u> 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.</p>	<p>NARA Job No. NC1-207-76-8 Item 8</p>
9.	<p>Loan Servicing Control Records.</p> <p>Area office files.</p> <p><u>Disposition:</u> Destroy 6 years after all securities have been redeemed.</p>	<p>NARA Job No. NC1-207-76-8 Item 9</p>
10.	<p>Withdrawn, Disapproved, or Deferred Applications and Related Correspondence.</p> <p>Area and headquarters office files.</p> <p><u>Disposition:</u> Destroy 5 years after withdrawal, disapproval, or deferral.</p>	<p>NARA Job No. NC1-207-76-8 Item 10</p>
11.	<p>Reserved.</p>	

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<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
12.	General Subject Files (Program Records).	
	a. Headquarters office files.	
	<u>Disposition:</u> PERMANENT. Transfer to the National Archives when 25 years old.	NARA Job No. NC1-207-76-8 Item 12a
	b. Area and regional office files.	
	<u>Disposition:</u> Destroy when file is 4 years old.	NARA Job No. NC1-207-76-8 Item 12b
13.	Administrative Procedures and Informational Releases.	
	a. Headquarters office files.	
	<u>Disposition:</u> PERMANENT. Transfer one complete set to National Archives when 25 years old.	NARA Job No. NC1-207-76-8 Item 13a
	b. Other sets of files, including regional office and all subdivisions.	
	<u>Disposition:</u> Destroy when superseded or obsolete. Review every 3 years.	NARA Job No. NC1-207-76-8 Item 13b
14.	Contractor[s] Payrolls, Consisting of Weekly Payrolls, with Related Certifications.	
	<u>Disposition:</u> Destroy 3 years after date of contract unless performance is subject of enforcement action on such date.	GRS 3, Item 11
15.	Field Engineers[] Project Records.	
	<u>Disposition:</u> Destroy 1 year after satisfactory completion of contract and final settlement.	NARA Job No. NC1-207-76-8 Item 15

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16. Field Engineers' General Subject Files.

Disposition: Destroy when material has no further reference needs, or when obsolete. Review every 3 years.

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