

RECORDS DISPOSITION SCHEDULE 69

COMMUNITY PLANNING AND DEVELOPMENT RECORDS

A. Active Program: This schedule provides disposition instructions for Headquarters and Field records relating to the following active Community Planning and Development (CPD) programs:

Affordable Housing-

Comprehensive Housing Affordability Strategy (CHAS)

HOME Disaster Assistance

HOME Investment Partnerships

HOPE for Homeownership of Single Family Homes (HOPE 3)

Community Development Block Grants (CDBG)-

Disaster Assistance

Entitlement Communities Program

Nonentitlement Program:

Insular Areas

Small Cities

States

Section 108 Loan Guarantee Program

Economic Development-

Empowerment Zones/Enterprise Communities

Youthbuild

Environment and Energy-

District Heating/Cooling Grants

John Heins Neighborhood Development Program (NDP)

Minority Business Enterprise (SNAP)-

General Technical Assistance/Management Improvement
Grants

Minority Business Enterprise (MBE) Agreements

Minority Business Enterprise (MBE) Performance

Special Needs Assistance Program (SNAP)-

Emergency Shelter Grant (Formula)

Emergency Shelter Indian Tribe Competition

Housing Opportunities for Persons with AIDS Program (HOPWA):

Competitive

Formula

HUD-Owned Single Family Property Disposition Initiative

Section 8 Moderate Rehabilitation Single Room Occupancy
(SRO)

Shelter Plus Care (S+C) Program

Supportive Housing Program, Including:

Permanent Housing for Handicapped Homeless

Renewal of Supportive housing Grants

Transitional Housing for the Homeless

Surplus Property for Use to Assist the Homeless Program
(Title V)

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Special Purpose Grants-

Community Adjustment Planning Grants

Community Outreach Partnerships

Historic Black Colleges and Universities (HBCU)

Joint Community Development Program
National Cities - In Schools Program
National Community Development Initiative
Technical Assistance Program
Work Study Program

B. Inactive Programs: This schedule also covers records generated as a result of the following earlier categorical and other HUD grant programs:

Community Development Block Grants (CDBG)
Secretary's Discretionary Fund (Special Project Grants)
Comprehensive Homeless Assistance Plan (CHAP)
Comprehensive Planning Assistance (Section 701) Program
Energy Innovative Grants
Neighborhood Facilities

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Open Space Land Program, including:

Historic Preservation

Urban Beautification

Supplemental Assistance for Facilities to Assist the Homeless (SAFA)

Urban Development Action Grants (UDAG)

Urban Homesteading

Urban Renewal

C. Programs Covered by Other HUD Schedules: Records of the following earlier categorical and other HUD grant programs are covered by other HUD records disposition schedules:

For this program

Use this
HUD Schedule...

New Communities Records

60

Public Facilities Loan	16
Revolving Fund (Liquidating Program)	16
Section 312 Rental Rehabilitation Loans Grants	66
Solar Energy and Energy Conservation Bank	30
Title IX--Urban Information and Technical Assistance Grants	55

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Item No.	Description of Records	Disposition
1.	General subject correspondence files. Consist of official record copies (Forms HUD-713 or equivalent) of outgoing correspondence, original incoming correspondence, and related documents.	Break files annually. Destroy when 3 years old. (NARA Job N1 207-94-4, item 1)
2.	Chronological files.	Break files annually. Destroy when 3 years old. Do not retire to Federal Records Center. (NARA Job N1 207-94-4, item 2)
3.	Reference copies of legal opinions, policy and procedural issuances, interpretations, informational releases and publications, and any related published materials maintained in item 4) Community Planning and Development (CPD) offices.	Destroy when superseded or obsolete, or when no longer needed for reference. Do not retire to Federal Records Center. (NARA Job. NC1 207-79-6,
4.	Official CPD grant records kept in Headquarters and Field Offices.	
a.	Disapproved and withdrawn applications and proposals on which no contract was executed.	Use item 17-3 of HUD Records Disposition Schedule 3.
b.	Canceled, suspended, or	Place in inactive file

terminated project on after final audit and
which a contract was settlement of account.
executed. Retire to Federal Records

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Description of Records Disposition

Center 1 year after final
audit and settlement of
account, or any time
thereafter that volume
warrants. Destroy 6 years
after final audit and
settlement of account.
(NARA Job N1 207-94-4,
item 4b)

c. Headquarters and/or Field
Office approved grantee
application, review,
approval, and performance
files.

- | | | |
|-----|--|--|
| (1) | Formula entitlement
grants maintained on
a program year basis. | Maintain at official file
station for 3 years after
the end of the program
year; then transfer to
inactive file. Retire to
Federal Records Center 4
years after the end of the
program year, or any time
thereafter that volume
warrants. Destroy 6 years
after the end of the
program year. (NARA Job
N1 207-94-4, Item 4c (1)) |
| (2) | All other grants.
Includes discre-
tionary or
competitive grants. | Maintain at official file
station until grant close-
out; then transfer to
inactive file. Retire to |

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Description of Records Disposition

Federal Records Center
1 year after grant close-
out, or anytime thereafter
that volume warrants.
Destroy 6 years after
grant closeout. (NARA Job
N1 207-94-4, item 4c(2))

d. Program and technical
 review and processing
 copies of grantee appli-
 cation packages, and all
 related work papers that
 typically accumulate at
 each step in the review
 process, but that do not
 constitute the official
 file containing the
 record copies of
 all approval actions.

- | | | |
|-----|---|---|
| (1) | Related to applications for discretionary or competitive grants. | Retire 1 year after date of decision on award of the grant, or anytime thereafter that volume warrants. Destroy 5 years and 30 days after date of decision on award of the grant. (NARA Job N1 207-94-4, item 4d (1)) |
| (2) | Related to applications for formula entitlement grants (noncompetitive anytime grants). | Retire 1 year after date of notification of the award of the grant, or thereafter that volume warrants. Destroy |

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3 years after date of
notification of the award
of the grant. (NARA Job
207-94-4, item 4d (2))

- e. Final grant reports of the comprehensive Planning Assistance (Section 701) program.
 - (1) Record set of final grant reports, dated 1951-1981, kept in HUD Headquarters Library. Permanent. Transfer to the National Archives January 1, 1997. (NARA Job N1-207-92-2, item 1)
 - (2) Final grant reports automated index--printed version. Permanent. Retire immediately to the Washington National Records Center. Transfer to the National Archives January 1, 1997. (NARA Job N1-207-92-2, item 2)

- 5. Financial accounting files relating to CPD grant programs and maintained by the Headquarters Office of Finance and Accounting and/or by the Regional Accounting Division.
 - a. Accountable officers' files. Schedule 6, Use General Records item 1a.
 - b. Memoranda or extra copies of accountable officers' returns. Use General Records Schedule 6, item 1b.

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Item No.	Description of Records	Disposition
6.	Community Planning and Development automated systems and the related documentation required to service them.	
a.	Newly established CPD automated systems not covered in this Records Disposition Schedule.	Prepare Standard Form 115, Request for Records Disposition Authority, to cover new automated system. Submit through CPD's Data Systems and Statistics 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
207-79-6, item 8a)

b. The following automated
system is "permanent."

(1) Rehabilitation Loans
and Grants System
(R84).

(a) System documen- Permanent. Transfer a
tation, includ- copy to the National
ing a copy of Archives, together with
the record lay- a copy of the current
out and glossary master file. (NARA
terms. Job NC1-207-79-6,
item 8b(1)(a)).

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- (b) System documen- Destroy 3 years after
tation maintained system is eliminated from
by HUD, including inventory of active
all technical doc-systems. (NARA Job NC1-
uments identified 207-79-6, item 8b(1)(b))
in HUD's ADP
Documentation
Standards Manual.
- (c) Input Documents. Destroy after data has
Copies of forms been entered into the
and reports in- system and verified.
tended to serve (NARA Job NC1-207-79-6,
solely as inputs item 8b(1)(c))
to the system.
- (d) Input Documents. Destroy in accordance with
Documents that are relevant instructions in
part of official this schedule. (NARA job
record files NC1-207-79-6, item covered
covered elsewhere 8b(1)(d))
in this schedule.

- (e) Processing Files. Scratch after third update Initial, Interme- cycle. (NARA Job NC1-207- diate or Valid 79-6, item 8b(1)(e)) Transaction Data.
- (f) Processing Files. Apply provisions of Publication and General Records Schedule Print Files. (GRS) 20, items 20 and 21.

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- (g) Master Files. Transfer a copy of the Copy of current current master to the master file. National Archives immedi- ately and future updates on an annual basis. (NARA Job NC1-207-79-6, item 8b(1)(g))
- (h) Master files Scratch after third update retained in HUD cycle. Destroy final ver- tape library. sion of master 3 years after system is eliminated from inventory of active systems. (NARA Job NC1- 207-79-6, item 8b(1)(h))
- (i) Printouts and Destroy when superseded, other output obsolete, or no longer reports. needed for administrative or reference purposes. (NARA Job NC1-207-79-6, item 8b(1)(i))

C. COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS

The following Automated Systems are "Disposable."

- (1) Community Development Block Grant (CDBG) Discretionary Balance Study System, 1975 (C29).
- (2) CDBG Discretionary Balance Study System, 1976 (C30).

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Item No.	Description of Records	Disposition
(3)	CDBG Discretionary Grants System (C20).	
(4)	CDBG Entitlement Determination System (D98).	
(5)	CDBG Funding Survey System (C15).	
(6)	CDBG Grantee Performance System (C21).	
(7)	CDBG Management System (C11).	
(8)	CDBG Program Evaluation System (C16).	
(9)	Comprehensive Planning Assistance Data System (CPADS)(C23).	
(10)	Comprehensive Planning Fund Allocation System (C10).	
(11)	Land Acquisition/Relocation System (LARS) (C12).	
(12)	CDBG Entitlement Determination System (C13).	

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Item No.	Description of Records	Disposition
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- (13) CDBG Housing Assistance
Plan System (HAPS-1976)
(C25).
- (14) Rehabilitation Section
312 Returned Loan
Analysis System (C31).
- (15) CDBG Discretionary
Applications Analysis
System.
- (16) CDBG Discretionary
Balance Study
System, 1977 (C32).
- (17) CDBG Entitlement
Applications
Analysis System.
- (18) Community Planning
and Development
(CPD) Programs Fund
Assignment
System (C27).
- (19) CPD Workload
Indicators System
(C22).
- (20) Comprehensive
Planning Assistance
Directory System (C17).

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Item No.	Description of Records	Disposition
(21)	Open Space System.	
(22)	Urban Development Action Grant (UDAG) Data Analysis System.	
(23)	Water and Sewer Directory System.	

Disposition instructions for these

systems are:

- (a) System documentation maintained Center 1 year after system by HUD, including is eliminated from all technical documentation identified systems, or any time after in HUD's ADP such event that volume Documentation warrants. Destroy 3 years Standards Manual. after system is eliminated from inventory of active systems. (NARA Job NC1-207-79-6, item 8c(a)).
- (b) Input Documents Destroy after data has Copies of forms been entered into system and reports in- and verified. (NARA Job NC1-207-79-6, item 8c(b)) solely as inputs to the system.

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- (c) Input Documents. Destroy in accordance with relevant instructions Documents that are part of official record files covered elsewhere in this schedule. (NARA Job NC1-207-79-6, item 8c(c))
- (d) Processing Files. Scratch after third update cycle. (NARA Job NC1-207-79-6, item 8c(d))
- (e) Master File. Scratch after third update Operational pro-cycle. (NARA Job NC1-207-79-6, item 8c(e))
- (f) Master File. Retire to Federal Records System eliminated from HUD's documentation. Destroy 3 years after system's active systems. elimination from inventory of active systems. (NARA Job NC1-207-79-6, item 8c(f))

(g) Printouts and Destroy when superseded or
output reports. obsolete, or no longer
needed for administrative
or reference purposes.
(NARA Job 207-79-6, item
8c(g))