

Part 11 – Housing for Education Institution Records

ED/RDS ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
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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.

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- a. When long-term Government loan is rescinded by sale of bonds to private investor.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: TEMPORARY. Destroy 3 years after final settlement.

ED/RDS, Part 11, Item 1a
(NC1-207-76-8, Item 1a)

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

Area and headquarters office files.

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

ED/RDS, Part 11, Item 1b
(NC1-207-76-8, Item 1b)

2. **Correspondence Files.** Consists of application and loan agreements with applicants and local, state, Federal agencies and institutions, which does not qualify the covenants and pledges of the application and loan agreement documents.

Area and headquarters office files.

Disposition: TEMPORARY. Destroy 3 years after final

ED/RDS, Part 11, Item 2a

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	disbursement and satisfactory close of final audit.	(NC1-207-76-8, Item 2)
3.	Requisition Files.	
	Area and headquarters office files.	
	Disposition: TEMPORARY. Destroy 3 years after final disbursement and satisfactory close of final audit.	ED/RDS, Part 11, Item 3 (NC1-207-76-8, Item 3)
4.	Construction Contracts Documents.	
	a. <u>Area Office Files.</u>	
	Disposition: TEMPORARY. Destroy 3 years after close of final audit and satisfactory settlement of contract.	ED/RDS, Part 11, Item 4a (NC1-207-76-8, Item 4a)
	b. <u>Headquarters Office Files.</u>	
	Disposition: TEMPORARY. Destroy 2 years after satisfactory settlement of final audit.	ED/RDS, Part 11, Item 4b (NC1-207-76-8, Item 4b)
5.	Pre-bid Set of Contract Documents.	
	a. <u>Area Office Files.</u>	
	Disposition: TEMPORARY. Destroy when approved conformed contract, specifications, and plans become part of the official file.	ED/RDS, Part 11, Item 5 (NC1-207-76-8, Item 5)
6.	Bond Transcript Documents.	
	Disposition: TEMPORARY. 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.	ED/RDS, Part 11, Item 6 (NC1-207-76-8, Item 6)

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7.	<p>Loan Servicing File. Established only when bonds are purchased by the Federal government.</p> <p>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></p> <p>1) Area and headquarters office files.</p> <p><u>Disposition:</u> TEMPORARY. Destroy 3 years after repayment of the loan and termination of the loan agreements.</p>	ED/RDS, Part 11, Item 7a (NC1-207-76-8, Item 7a)
	<p>b. <u>Confirmation of agreements and correspondence between borrower, trustee, and ED relating to loan servicing functions.</u></p> <p>1) Area and headquarters office files.</p> <p><u>Disposition:</u> TEMPORARY. Destroy after 2 years.</p>	ED/RDS, Part 11, Item 7b (NC1-207-76-8, Item 7b)
	<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> TEMPORARY. Destroy 3 years after exceptions have been satisfactorily resolved. If no exceptions, retain current and previous year’s reports.</p>	ED/RDS, Part 11, Item 7c (NC1-207-76-8, Item 7c)
8.	<p>Project Control Records. Consists 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>	ED/RDS, Part 11, Item 8 (NC1-207-76-8, Item 8)

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9.	<p>Loan Servicing Control Records. Area office files.</p> <p><u>Disposition:</u> TEMPORARY. Destroy 6 years after all securities have been redeemed.</p>	ED/RDS, Part 11, Item 9 (NC1-207-76-8, Item 9)
10.	<p>Withdrawn, Disapproved, or Deferred Applications and Related Correspondence.</p> <p>Area and headquarters office files.</p> <p><u>Disposition:</u> TEMPORARY. Destroy 5 years after withdrawal, disapproval, or deferral.</p>	ED/RDS, Part 11, Item 10 (NC1-207-76-8, Item 10)
11.	RESERVED.	
12.	<p>General Subject Files (Program Records).</p> <p>a. <u>Headquarters office files.</u></p> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives when 25 years old.</p> <p>b. <u>Area and regional office files.</u></p> <p><u>Disposition:</u> TEMPORARY. Destroy when file is 4 years old.</p>	ED/RDS, Part 11, Item 12a (NC1-207-76-8, Item 12a)
13.	<p>Administrative Procedures and Informational Releases.</p> <p>a. <u>Headquarters office files.</u></p> <p><u>Disposition:</u> PERMANENT. Transfer one complete set to National Archives when 25 years old.</p> <p>b. <u>Other sets of files, including regional office and all subdivisions.</u></p>	ED/RDS, Part 11, Item 13a (NC1-207-76-8, Item 13a)

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Disposition: TEMPORARY. Destroy when superseded or obsolete. Review every 3 years. ED/RDS, Part 11, Item 13b (NC1-207-76-8, Item 13b)

- 14. Contractor’s Payrolls.** Consists of weekly payrolls, with related certifications.

Disposition: TEMPORARY. Destroy 3 years after date of contract unless performance is subject of enforcement action on such date. ED/RDS, Part 11, Item 14 (NC1-207-76-8, Item 14)

- 15. Field Engineer’s Project Records.**

Disposition: TEMPORARY. Destroy 1 year after satisfactory completion of contract and final settlement. ED/RDS, Part 11, Item 15 (NC1-207-76-8, Item 15)

- 16. Field Engineer’s General Subject Files.**

Disposition: TEMPORARY. Destroy when material has no further reference needs, or when obsolete. Review every 3 years. ED/RDS, Part 11, Item 16 (NC1-207-76-8, Item 16)