REQUEST FOR RECORDS DISPOSITION AUTHORITY		Leave Blank (NARA Use Only)
To National Archives and Records Administration (NIR) Washington DC 20408		Job Number NI-543-00-7
1 From **Office of Federal Housing Enterprise Oversight (OFHEO)** **Record Group 543**		Date Received 10/29/1999
2/3 Major Subdivision **Office of** **Finance and Administration: Procurement/Facilities**		Notification to Agency
4 Name of Person with Whom to Confer **Alice Gannon, CRM**	5 Telephone **202-414-3791**	In accordance with the provisions of 44 USC 3303a the disposition request including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10 Date: 8-29-00 Archivist of the United States: John W. Carlin

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies [X] is not required, [ ] is attached, or [ ] has been requested

Date	Signature of Agency Representative	Title
10/7/99	Alice Gannon, CRM	**Records Management Officer**

7. Item No.	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
	See attached. Agency		

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 128

OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Procurement and Facilities
System Popular Name:	**OPAL - Officewide Publications Acquisitions List**
NARA Job#:	NI-543-00-07/01
Use and Purpose:	Database designed to track renewals of subscriptions to periodicals for all OFHEO Offices
System Software:	Access 97 for Windows 98
System Input:	HUD10-4's - Purchase Requisitions
System Data:	Data describing each subscription, addressee, OFHEO Office, vendor, dates, last HUD 10-4 date, type of periodical, periodical frequency, and periodical publisher
System Output/Reports:	OPAL Reports - All subscriptions by Office or by End-date of Subscription
System Documentation:	System-generated documentation
~~**Software Dispo Authority:**~~	~~SF115~~
~~**Input Disposition Authority:**~~	~~SF115~~
Data Disposition Authority:	SF115
Output Dispo Authority:	SF115
Doct'n Dispo Authority:	SF115
1a ~~**Software Total Retention:**~~	~~Temporary - Dispose of software after data is migrated, or when superseded or obsolete~~
~~**Input Total Retention:**~~	~~Temporary - Record copies of HUD10-4's are scheduled separately~~
Data Total Retention:	NI-543-00-07/01a Temporary - Delete when subscriptions are canceled or not renewed
1b **Output Total Retention:**	NI-543-00-07/01b Temporary - Delete when superseded or obsolete
1c **Doct'n Total Retention:**	NI-543-00-07/01c Temporary - Delete or destroy when superseded or obsolete.

Change made with Concurrence of agency R.O. 8/18/00

Office of Federal Housing Enterprise Oversight (OFHEO) - Record Group 543 ID: 10

OFHEO Records Management Program: SF115 Data - Electronic Information Systems

Medium - Group:	EIS
Office of Record:	OFA - Office of Finance and Administration - Procurement and Facilities
System Popular Name:	**Property Plus Inventory Control Systems**
NARA Job#:	GRS
Use and Purpose:	Database created to list OFHEO's personal property with a value over $500 00 Lists value, serial numbers, lOER - CAtion, vendor, date of receipt, and other data for property management, inventory, and accounting purposes
System Software:	Property Plus (TM)
System Input:	Purchase Orders and Packing Slips
System Data:	Data about property items other than those pertaining to structures
System Output/Reports:	Reports created in response to ad hoc queries
System Documentation:	Online Help Screens
Software Dispo Authority:	SF115
Input Disposition Authority:	These documents are scheduled separately
Data Disposition Authority:	SF115
Output Dispo Authority:	GRS23 5b
Doct'n Dispo Authority:	SF115
Software Total Retention:	Temporary - GRS23 5b - Dispose of software upon migration, or when superseded or obsolete
Input Total Retention:	Temporary - GRS23 5b - These paper documents are scheduled separately.
Data Total Retention:	Temporary - GRS23 5b - Delete after the expiration of the retention period authorized by GRS 3 9b (2 years after item is withdrawn from agency control
Output Total Retention:	Temporary - GRS23 5b - Destroy paper reports when no longer needed for convenience or reference
Doct'n Total Retention:	Temporary - GRS23 5b - Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

Office of Record	OFA - Office of Finance and Administration - Procurement and Facilities
Record Series Name	**Facility Security Cards/ID Badge File**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Facility Security Cards/ID Badges File
Use and Purpose	Documents created to track facility security cards/ID badges for employees and contractors Files also include facility security cards/ID badges turned in by employees and contractor personnel upon termination of their service at OFHEO
Filing Instructions	File alphabetically by individual's name
Volume	1"
Volume Growth	No
Total Retention: Years/Event	Temporary Records Destroy 3 months after return to issuing office For listings and accountable records, destroy 3 months after accounting is completed for all listed items NARA Bulletin 99-04 does not apply
Disposition Authority	GRS11 4a&b
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Procurement and Facilities
Record Series Name	**Library Management File**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Library Management File
Use and Purpose	Documents associated with the inventory of library information resources, including inventories of periodicals ("listmags doc") and copies of HUD 10-4 (purchase requisitions) and renewal notice reminders
Filing Instructions	File by Item type (books, periodicals, online services, or CD-ROMs), the chronologically by date
Volume	1 file drawer
Volume Growth	1/4 file drawer per year
Total Retention: Years/Event	Temporary Records Destroy or delete with related records or sooner if no longer needed After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision
Disposition Authority	GRS23 9
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Procurement and Facilities
Record Series Name	**Logs for Purchase Orders and for Contracts**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Logs for Purchase Orders and for Contracts
Use and Purpose	Logs to identify vendor/contractor, requiring Office, Purchase Order/Contract number, Cost, and Description of Goods/Services
Filing Instructions	Enter data when received
Volume	Two 2" Binders
Volume Growth	None
Total Retention: Years/Event	Temporary Records Destroy or delete when 2 years old or 2 years after the date of the last entry, whichever is applicable After paper record copy capture, delete all copies of electronic source records, if any, except the one copy retained as a template for updating or revision
Disposition Authority	GRS23 8
If no Dispo Auth	NA

OFHEO Records Management Program: Records Retention Schedule - Paper Records Series

Office of Record	OFA - Office of Finance and Administration - Procurement and Facilities
Record Series Name	**Routine Procurement Files**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Routine Procurement Files
Use and Purpose	This file has two parts the "Purchase Order File" and the "Contracts File " Records include such documents as contracts, requisitions, purchase orders, leases, correspondence and related documents This file does NOT include the Warranties and Owner Manuals, which are filed separately The Purchase Order File includes the Purchase Order and supporting documents such as the scope of work or description of the goods, the approved Purchase Requisition (HUD 10-4), and the request for quotation (SF18), as applicable The Contracts File includes the Contract, Contract Modifications, and supporting documents such as the Solicitation, Proposals received, Technical and Cost Evaluations, copies of the Invoices signed by the COTR (Contract Officer's Technical Representative), associated Correspondence, and the Cover Letters for deliverables received
Filing Instructions	File numerically by Purchase Order Number or by Contract Number (e g , 97-01), whichever is applicable
Volume	6 file drawers
Volume Growth	1-1/4 file drawer per year
Total Retention: Years/Event	Temporary Records For transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") destroy those records for Procurements that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000 00, 6 years and 3 months after final payment (GRS3 3a(1)(a)) For those procurement transactions at or below the simplified acquisition threshold and all construction contracts at or below $2 000 00, destroy records 3 years after final payment (GRS3 3a(1)(b)) For Procurements dated earlier than July 3, 1995 destroy records of Procurements that utilized other than small purchase procedures and all construction contracts exceeding $2,000 00, 6 years and 3 months after final payment (GRS3 3a (2)(a)), and for those Procurement that utilized small purchase procedures and all construction contracts under $2,000 00, destroy records 3 years after final payment (GRS3 3a(2)(b)) After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision
Disposition Authority	GRS3 3
If no Dispo Auth	NA

Office of Record	OFA - Office of Finance and Administration - Procurement and Facilities
Record Series Name	**Transit Farecards and Parking Passes Files**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Transit Farecards and Parking Passes Files
Use and Purpose	Records related to transportation subsidies such as Metro farecards and parking passes File may include farecards and parking passes from time to time
Filing Instructions	File alphabetically by transportation type, then chronologically by date
Volume	6"
Volume Growth	None
Total Retention: Years/Event	Temporary Records For parking passes, destroy 1 year after return to issuing office For receipts, indexes, logs, and accountable records, destroy after accounting is completed for all listed items Destroy farecard records when 3 years old NARA Bulletin 99-04 does not apply
Disposition Authority	GRS9 7 and 11 4a & b
If no Dispo Auth	NA

Office of Record	OFA - Office of Finance and Administration - Procurement and Facilities
Record Series Name	**Warranties and Owner Manuals File**
Medium - Group	Paper
NARA Job#:	GRS
File Plan Category Name	Property File
Use and Purpose	Documents such as warranties and owner manuals associated with OFHEO properties File also includes copies of associated purchasing documents
Filing Instructions	File alphabetically by vendor name
Volume	1/2 file drawer
Volume Growth	1/2 file drawer per year
Total Retention: Years/Event	Temporary Records Destroy 3 years after item is withdrawn from service and either destroyed or excessed After paper record copy capture, delete all copies of electronic source records, except the one copy retained as a template for updating or revision.
Disposition Authority	GRS8 5
If no Dispo Auth	NA