

**Schedule 15 - Housing Records**

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**Introduction**

The housing records covered by this schedule include files and data accumulated in the maintenance and management of federally owned and operated housing and quarters facilities within the continental United States for federal employees and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of federal installations or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices, but does not cover the headquarters or staff office files of the supervising agency, or the files of the Department of Housing and Urban Development, the Department of Health and Human Services, or the Department of Veterans Affairs pertaining to program operations in planning and financing housing facilities.

Maintenance records reflect repair and general upkeep of the housing project or units. Management involves the assignment and rental of units, rent collection and other fiscal operations, and overall supervision.

Certain housing records are subject to the provisions of other records schedules. Supply and fiscal files are covered by Schedules 3 and 6. Schedules 1, 2, 8, and 10 may also be involved. Many records of agent cashiers serving as housing rental managers are similar to those of other federal accountable officers and are disposable under Schedule 6.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the Bureau of Land Management (BLM) in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description	Disposition Authority
1	<b>HOUSING/QUARTERS CORRESPONDENCE FILES [1534].</b> Correspondence files pertaining to the maintenance and management of housing projects. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy when 2 years old. GRS 15/1.
2	<b>HOUSING/QUARTERS MAINTENANCE AND REPAIR FILES [1534].</b> Maintenance and repair files for individual units. Confidentiality: Non-public record category 3. Location: SO, FO.	
a.	Housing/Quarters Maintenance and Repair Summary Card or Ledger Account.	TEMPORARY. Destroy 3 FYs following close of FY in which unit is closed to tenancy or leaves agency control. GRS 15/2a.
b.	Housing/Quarters Maintenance and Repair Work Orders, Requisitions, and Related Papers.	TEMPORARY. Destroy 3 FYs following close of FY in which work was done. GRS 15/2b.

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<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
<b>3</b>	<b>HOUSING/QUARTERS MANAGEMENT FILES [1534].</b> Reports re. housing management, including expenditure, survey, collection, and other statistical and narrative data. Forms: DI-1873. Confidentiality: Non-public record category 3. Location: Centers, SO, FO.	TEMPORARY. Destroy when 2 years old. GRS 15/3.
<b>4</b>	<b>HOUSING/QUARTERS LEASE FILES [1534].</b> Copies of leases, renewals, termination notices, and related documents. Forms: DI-1871, 1872, 1874, 1876, 1878, 1879, 1880, 1881, 1882; BLM 1530-15, 16. Confidentiality: Non-public record category 3. Location: Centers, SO, FO.	TEMPORARY. Destroy 3 FYs following close of the FY in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later. GRS 15/4.
<b>5</b>	<b>HOUSING/QUARTERS ASSIGNMENT AND VACANCY CARDS [1534].</b> Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-9. Location: Centers, SO, FO.	
	a. Housing/Quarters Assignment Individual Tenant Cards.	TEMPORARY. Destroy when tenant vacates unit. GRS 15/5a.
	b. Housing/Quarters Assignment Individual Housing Unit Cards.	TEMPORARY. Destroy 3 FYs after close of FY in which unit is closed to tenancy or leaves agency control. GRS 15/5b.
<b>6</b>	<b>HOUSING/QUARTERS INVENTORY FILES [1534].</b> Furnishing inventory files re. items included in furnished units. Forms: DI-1875. Confidentiality: Non-public record category 3. Location: Centers, SO, FO.	TEMPORARY. Destroy 3 FYs after close of the FY in which inventory is superseded. GRS 15/6.
<b>7</b>	<b>HOUSING/QUARTERS APPLICATION FILES [1534].</b> Exclusions: copies in lease files (item 4). Forms: DI-1871, 1872. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-9. Location: Centers, SO, FO.	
	a. Housing/Quarters Rejected Application Files.	TEMPORARY. Destroy 1 years from date of rejection. GRS 15/7a.
	b. Housing/Quarters Application Files - Other.	TEMPORARY. Destroy when 2 years old. GRS 15/7b.
<b>8-10</b>	<b>Reserved</b>	
<b>11</b>	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	

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Item	Record Series Description	Disposition Authority
	a. Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 15/8a.
	b. Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 15/8b.

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