

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 131

**APPROVED DATE:** 07/13/2010

**TITLE:** Institution Construction Loan Servicing File – College Housing Program

**PRINCIPAL OFFICE:** Office of Postsecondary Education (OPE)

**NARA DISPOSITION AUTHORITY:** N1-441-09-08

**DESCRIPTION:**

The College Housing Program was 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 consist of documents created during the application through payoff process of loan and contract construction agreements financed with Federal funds.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

**DISPOSITION INSTRUCTIONS:**

a. Record Copy

Records include but are not limited to documentation among ED, the trustee, and borrower evidencing the borrower's understanding and agreement to continue compliance with covenants and pledges; noncompliance documentation; and reports consisting of initial, annual, and special reports submitted by the borrower or auditor. Also included are construction documents, such as contract specifications, plans, requisitions; bond transcript documents; contactors payrolls; and field engineer files.

**TEMPORARY**

Cut off annually upon repayment of loan. Destroy/delete 6 years and 3 months after cutoff.

b. Duplicate Copies Maintained for Reference Purposes and That Do Not Serve as the Record Copy

**TEMPORARY**

Destroy/delete when no longer needed for reference.

**IMPLEMENTATION GUIDANCE:**

## **ED Records Schedule**

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

#### **a. Record Copy supersedes:**

NC1-207-76-8, Item 1a (ED/RDS Part 11, Item 1a)  
NC1-207-76-8, Item 1b (ED/RDS Part 11, Item 1b)  
NC1-207-76-8, Item 7a (ED/RDS Part 11, Item 7a)  
NC1-207-76-8, Item 7b (ED/RDS Part 11, Item 7b)  
NC1-207-76-8, Item 7c (ED/RDS Part 11, Item 7c)  
NC1-207-76-8, Item 2a (ED/RDS Part 11, Item 2)  
NC1-207-76-8, Item 3 (ED/RDS Part 11, Item 3)  
NC1-207-76-8, Item 4a (ED/RDS Part 11, Item 4a)  
NC1-207-76-8, Item 4b (ED/RDS Part 11, Item 4b)  
NC1-207-76-8, Item 5 (ED/RDS Part 11, Item 5)  
NC1-207-76-8, Item 6 (ED/RDS Part 11, Item 6)  
NC1-207-76-8, Item 9 (ED/RDS Part 11, Item 9)  
NC1-207-76-8, Item 10 (ED/RDS Part 11, Item 10)  
NC1-207-76-8, Item 14 (ED/RDS Part 11, Item 14)  
NC1-207-76-8, Item 15 (ED/RDS Part 11, Item 15)  
NC1-207-76-8, Item 16 (ED/RDS Part 11, Item 16)

### **SPECIFIC LEGAL REQUIREMENTS:**

Title I, Section 121 of the Higher Education Act of 1965 as amended in 1998 (Title IV, Housing for Educational Institutions of the Housing Act of 1950)

### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Loans