

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>HOUS</u></b>	<b><u>HOUSING</u></b>		
	HOUS – 1	Housing General Correspondence  Correspondence, maintenance, housing projects, survey, collection, and other statistical and narrative data.	<b><u>TEMPORARY:</u></b>  Destroy when 2 years old.	GRS 15, Item 1 or 3
	HOUS – 2	Housing Maintenance and Repair Summary Card  Summary card or ledger record.	<b><u>TEMPORARY:</u></b>  Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.	GRS 15, Item 2(a)
	HOUS – 3	Housing Inventory, Maintenance and Work Orders  Correspondence, Reports, Work Orders, requisitions, repair and housing inventory.	<b><u>TEMPORARY:</u></b>  Destroy 3 fiscal years following close of fiscal year in which work is done.	GRS 15, Item 2(b) or 6
REA 6	HOUS – 4	Housing Lease Files  Correspondence, reports, housing lease files.	<b><u>TEMPORARY:</u></b>  Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later.	GRS 15, Item 4, or 7(b)
	HOUS – 5	Individual Tenant Housing Assignments  Individual tenant cards.	<b><u>TEMPORARY:</u></b>  Destroy when tenant vacates unit.	GRS 15, Item 5(a)
	HOUS – 6	Individual Unit Housing Assignments  Individual housing unit cards.	<b><u>TEMPORARY:</u></b>  Destroy 3 fiscal years after close of fiscal year in which unit closed to tenancy or leaves agency control.	GRS 15, Item 5(b)
	HOUS – 7	Rejected Housing Applications  Correspondence, Reports, Application Files	<b><u>TEMPORARY:</u></b>  Destroy 1 year from date of rejection.	GRS 15, Item 7(a)