

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 15**

Housing Records

The housing records covered by this schedule include files and data accumulated in the maintenance and management of District government-owned and operated housing facilities. Maintenance records reflect repair and general upkeep of the housing projects or units. Management involves the assignment and rental of units, rent collection and other fiscal operation, and overall supervision.

Certain housing records are subject to the provision of other sections throughout the DCGRS. Supply and fiscal files are covered under schedules 4, 8, and 9. 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 District government accountable officers, and are disposable under DCGRS 6.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Housing General Correspondence Files. Correspondence files pertaining to the maintenance and management of housing projects.	Destroy when 2 years old.
2.	Housing Maintenance and Repair Files. Maintenance and repair records for individual units. a. Summary card or ledger record.	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.
	b. Work orders, requisitions, and related papers involving repair and maintenance work.	Destroy 3 fiscal years following close of fiscal year in which work is done.
3.	Housing Management Files. Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.	Destroy when 2 years old.
4.	Housing Lease Files. Copies of leases, renewals, termination notices, and related papers.	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.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
5.	Housing Assignment and Vacancy Card Files.	
	a. Individual tenant cards.	Destroy when tenant vacates unit.
	b. Individual housing unit cards.	Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.
6.	Housing Inventory Files.	
	Furnishing inventory files, pertaining to item included in furnished units.	Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.
7.	Housing Application Files (other than copies in lease files).	
	a. Rejected application files.	Destroy 1 year from date of rejection.
	b. All others.	Destroy when 2 years old.