

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)					
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			LEAVE BLANK (NARA use only) JOB NUMBER N1-207-09-4		
1 FROM (Agency or establishment) Department of Housing and Urban Development			DATE RECEIVED 12-1-2008		
2 MAJOR SUBDIVISION Assistant Secretary for Housing			NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
3 MINOR SUBDIVISION Office of Single Family Housing			DATE 11 Aug 10		
4 NAME OF PERSON WITH WHOM TO CONFER Pauline Grant, Mgmt. Analyst		5. TELEPHONE (202) 402-7297		ARCHIVIST OF THE UNITED STATES 	
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. DATE 11/13/08 SIGNATURE OF AGENCY REPRESENTATIVE TITLE Departmental Records Officer					
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RECORDS DISPOSITION SCHEDULE 68 OFFICE OF SINGLE FAMILY HOUSING INTERSTATE LAND SALES REGISTRATION/REAL ESTATE SETTLEMENT PROCEDURES ACT (RESPA) COMPLIANCE TRACKING SYSTEM The Department of Housing and Urban Development (HUD) is adding Schedule 68, Office of Single Family Housing Interstate Land Sales Registration/Real Estate Settlement Procedures Act (RESPA) Compliance Tracking System, to HUD handbook, 2225.6, HUD Records Disposition Schedules. The proposed new items will provide descriptions of records and disposition instructions for the RESPA electronic system. These files are not used for financial matters related to HUD activities, therefore, GAO concurrence is not required. See the attached Description of Records and Disposition Instructions for the electronic records of the Interstate Land Sales Registration/Real Estate Settlement Procedures Act (RESPA) Compliance Tracking System.			 OFFICE OF SINGLE FAMILY HOUSING OFFICE OF THE INSPECTOR GENERAL, (OIG) OFFICE OF THE GENERAL COUNSEL, (OGC)	11-12-08 11-5-2008

115-109 NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

2225.6 REV-1 CHG-
APPENDIX 68

RECORDS DISPOSITION SCHEDULE 68

OFFICE OF MULTIFAMILY HOUSING

INTERSTATE LAND SALES REGISTRATION/REAL ESTATE SETTLEMENT

PROCEDURES ACT COMPLIANCE TRACKING SYSTEM

System Name: Interstate Land Sales Registration/Real Estate Settlement Procedures Act
Compliance Tracking System ILSR P030

System Code: P030

System Description: Tracks complaints, and share and manage information regarding those complaints. The Real Estate Settlement Procedures Act (RESPA) is a consumer protection statute, passed in 1974. Automates the Previous Participation Clearance process, which is currently done by completing and processing of HUD Form 2530 – APPS/F24P The F51A/ARRTS performs workload tracking, management and reporting of incoming application and recertification packages by mortgagees/lenders in conjunction with the F51/IMF. The system also provides for tracking on-site lender monitoring reviews The 51A//ARRTS allows users to input and edit information on applications for mortgagees/lenders seeking approval for participation in FHA Single Family and Multifamily programs as well as their annual recertification This allows for accurate tracking and reporting of the status of all applications. Similarly, users are able to input and edit information on reviews, which allows for accurate tracking and reporting of the status of reviews.

Item No.	Description of Records	Disposition
1	Input Data. Tracks complaints, and share and manage information regarding those complaints.	Temporary. Destroy/Delete data after it is edited, merged, formatted, and loaded into compliance tracking system database. GRS 2b/Item 2b
2	Stored Data In Interstate Land Sales Registration/Real Estate Settlement Procedures Act Compliance Tracking System ILSR P030	Temporary. Cut off at end of fiscal year in which case is closed. Destroy 3 years after cut off.

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Item No.	Description of Records	Disposition
3	Outputs. Reports produced for monitoring, evaluating, and managing cases.	Temporary. Destroy when superseded, obsolete, or no longer needed. GRS 20/Item 5 sub 6
4	System Documentation. Records include data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and related records.	Temporary. Destroy when superseded, obsolete, or no longer needed. GRS 20/Item 11 a (1)