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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO *N1-207-89-3*

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED *12/15/88*

1. FROM *(Agency or establishment)*

Department of Housing and Urban Development

2 MAJOR SUBDIVISION   Assistant Secretary for Housing-
Federal Housing Commissioner

3 MINOR SUBDIVISION

Deputy Assistant Secretary for Single Family Housing

4 NAME OF PERSON WITH WHOM TO CONFER

William C. Park, HSSI

5 TELEPHONE EXT   755-6700

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

DATE *8/10/89*   ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ___2___ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☑ is attached, or ☐ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
9/20/88		Departmental Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
	RECORDS DISPOSITION SCHEDULE 20 SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS		
1.	We propose to revise item 2 covering Field Office Case Files to read as shown on the attached sheet. Beginning on October 1, 1987, documents formerly kept in the Field Office as Field Office Case Files are being interfiled in the insured case binder (item 1 of Schedule 20). Item 2 is still needed to cover Field Office Case Files created before October 1, 1987, and is being revised to reflect this change.	NC1-207-79-8, item 2, approved 1-4-80	
2.	We propose to revise item 3 covering non-insured cases to read as shown on the attached sheet. Item 3 is being revised at the request of HUD's Atlanta Regional Office to clarify the disposition instructions for non-insured cases and provide separate disposition instructions when Valuation rejects the application for conditional commitment.	N1-207-87-1, item 1, approved 2-5-87	2 items

8-8-88

Program Concurrence & Date
Single Family Development
   Division, HSSI
Housing

9/19/88

Legal Concurrence & Date
Assistant General Counsel
Home Mortgage Insurance, GHH

115-108   *Copies sent to agency*   8/11/89

MCF

NSN 7540-00-834-4064

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

Item No.	Description of Record	Disposition
2.	Field Office Case Files (Proposed Construction Plans, Description of Material, and Inspection Reports). These files were created before October 1, 1987, to include documents not filed in the insured case binder. The files were kept in the Field Office or transferred to Federal Records Center for disposal after 6 years, to meet the conditions of the warranty and Section 518. Beginning on October 1, 1987, the documents are interfiled in the insured case binder (see item 1 above) and a separate Field Office Case File is no longer created.	Transfer to Federal Records Center after final endorsement, or anytime after final endorsement that volume warrants. Destroy 6 years after final endorsement.
3.	Non-insured cases. Include both proposed and existing construction.	
a.	Where Valuation rejects application for conditional commitment.	Destroy 3 months after rejection of application.
b.	Where conditional commitment expires (or is cancelled) and file does not contain a Mortgage Credit rejection.	Destroy 3 months after conditional commitment expires (or is cancelled).
c.	Where conditional commitment expires (or is cancelled) and file contains a Mortgage Credit rejection.	Mark file as Mortgage Credit rejection and transfer to Mortgage Credit. Destroy 26 months after Mortgage Credit rejection.