REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	LEAVE BLANK (NARA use only)
	JOB NUMBER *NI-207-96-4*
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED *11-08-95*

1. FROM (Agency or establishment) Department of Housing and Urban Development	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Asst Secretary for Housing-Federal Housing Commissioner	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Evaluation-Information Systems Division	

4. NAME OF PERSON WITH WHOM TO CONFER William F. Shaw William Smith	5. TELEPHONE (202) 708-7500, X 101 (202) 708-1444	DATE 5-28-96	ARCHIVIST OF THE UNITED STATES *John W. Carl*

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 ___9___ 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,

[X] is not required;　[ ] is attached; or　[ ] has been requested.

DATE 10/30/95	SIGNATURE OF AGENCY REPRESENTATIVE *Joyce C. Hamm* Joyce C. Hamm	TITLE Chief, Records and Directives Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	HUD Records Disposition Schedule 20 Single Family Home Mortgage Insurance Records The Department of Housing and Urban Development (HUD) is proposing to add the attached Item 33 to HUD Records Disposition Schedule 20, "Single Family Home Mortgage Insurance Records." This proposed addition will provide records disposition standards for the Consolidated Single Family Statistical System (CSFSS), System Code F42. The F42 System provides Single Family Statistics and is not a financial system. See the attached list of Records Descriptions and Requested Disposition Authorities. Volume On Hand: .5 reel Annual Accumulation: 3 reels	*[signature]* Information Systems Division William F. Shaw *Mary Dicken* Office of the Inspector General Mary Dickens *W. Joy Herndon* Office of the General Counsel W. Joy Herndon	10/26/95 Date 10-26-95 Date 10-26-95 Date

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

MAY 29 1996 *copy to: agency, NSX NNT, NIA*

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

System Description: This is a mainframe electronic data system. This system consolidates statistical data collection and storage for all automated single family systems, including: Appraisal and Statistical Collection (F30), Congressional Reporting (F33), Single Family Insurance Activities (R33), Single Family Statistical Reporting (F31-A and C), Single Family Trends Data (F31D), Ten-Year Statistical (F69),Fiscal Control (F21), Single Family Default Monitoring System (R17), and Mortgagee Performance Monitoring System (F81). This system also includes all Home Mortgage Disclosure Act (HMDA) data and interfaces with the Federal Reserve System for HMDA purposes. The F42 System provides Single Family Statistics and is not a financial system.

Automated systems that interface with this system:

Single Family Insurance System (A43)

Average Area Purchase Prices System (F08)

Computerized Homes Underwriting Management System (F17)

Single Family Insurance Consolidator and Distributor System (F22)

Institution Master File (F51)

Credit Alert Interactive Voice Response (F57)

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.		Description of Records	Disposition
33.	a.	Work files. Consist of temporary files used to process data.	Delete when no longer needed.
	b.	Test files. Consist of data used to assure program accuracy.	Delete from mass storage and move to tape if not accessed within 45 days. Destroy tape if not accessed within 1 year.
	c.	Documentation. Consists of an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of automated data processing (ADP) systems. Includes, but not limited to the completed: inventory listing of files being transferred, records layout with data elements numbered, data elements dictionary, Privacy Act system notice covering the records when applicable; and the Technical Description for Transfer of Electronic Records to the National Archives (NA FORM 14097) or its equivalent.	**PERMANENT**. Transfer 1 copy of current file immediately to National Archives with the related master file for the time period from 1987 through 1994.

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	Description of Records	Disposition
(1)	Current file updates.	PERMANENT. Transfer 1 copy of updates to National Archives annually at end of each calendar year.
(2)	Current file no longer updated, used or needed.	PERMANENT. Tranfer to the National Archives before the system becomes inactive, is replaced, suspended or deleted whichever is sooner.

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	Description of Records	Disposition
d.	Master files. Consist of current version of data file in a system at a given time. These files are written in ASCII or EBCDIC with all extraneous control characters removed from the data and blocked not higher than 32,760 bytes per block with the data recorded in open reel or tape cartidges.	**PERMANENT**. Transfer 1 masked copy and 1 copy not masked of current master file immediately to National Archives for the time period from 1987 through 1994.
(1)	Master file updates.	**PERMANENT**. Transfer 1 masked and 1 copy not masked of updates to National Archives annually at end of each calendar year or before the system becomes inactive, is replaced, suspended or deleted whichever is sooner.
(2)	Master files no longer updated, used or needed.	**PERMANENT**. Use the same disposition instructions for d (1) above then delete 3 years after system is coded as inactive in Inventory of Automated Systems (IAS).

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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	Description of Records	Disposition
e.	Input. Consists of those media used solely to enter data into the system.	
(1)	Hard copy (forms, reports or other documents).	Destroy when 1 year old.
(2)	Transaction files. Consist of automated files used to update master file.	Delete 60 days after data has been sent to the master file and verified.
(3)	Table files (used to provide specific information unique to a program).	Delete when 1 year old.
f.	Output.	
(1)	History files. Consist of obsolete master or transaction files for historical use or reference.	Delete when 3 years old.
(a)	End of quarter history files.	Delete when 120 days old.
(b)	All other history files.	

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	Description of Records	Disposition
(2)	Output report files.	Delete when 14 days old.
(3)	Output reports (paper, diskettes, microfiche).	
	(a) Annual set of printed reports	PERMANENT, Transfer to National Archives at end of calendar year. (N1-207-80-5/36)
(a)(b)	Master set kept by system sponsor.	
	1/ Annual reports	Destroy when 3 years old.
	2/ Semiannual reports.	Destroy upon receipt of annual report summarizing the semiannual reports.
	3/ Monthly reports.	Destroy upon receipt of annual report summarizing the monthly reports.
	4/ Weekly reports.	Destroy upon receipt of monthly report summarizing the weekly reports.

per telecon
Wm Smith
2/29/96
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RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	Description of Records	Disposition
5/	Daily reports.	Destroy upon receipt of weekly report summarizing the daily reports.
6/	As requested reports.	Destroy when 1 year old.
(b)	All other sets.	
(c) 1/	Annual reports.	Destroy when 1 year old.
2/	Semiannual, monthly, weekly and daily reports.	Use disposition instructions f (3)(a)2/,3/,4/ and 5/ as above.
3/	As requested reports.	Destroy when 1 year old.
(4)	Data files (used to provide formatted data to other systems or programs).	Delete 45 days after data has been provided and verified.

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	Description of Records	Disposition
g.	Security backup files. Consist of data identical in physical format to a master file or data base and kept in case the master file or data base is damaged or erased.	GRS 20, Item 8
(1)	Files identical to records scheduled as permanent.	Delete when the identical records have been successfully copied, verified and transferred to the National Archives or when replaced by a subsequent security backup file.
(2)	Files identical to records scheduled as temporary.	Delete when identical records have been deleted or when replaced by subsequent security backup files.

RECORDS DISPOSITION SCHEDULE 20

Single Family Home Mortgage Insurance Records

System Name: Consolidated Single Family Statistical System

System Code: F42

Item No.	Description of Records	Disposition
h.	System program library file. Consists of all programs and job control statments/instructions needed to run a system.	Delete 3 years after system or program is placed on inactive list.
i.	Data base file. Consists of an organized collection of data, designed to serve the user organization's needs.	Purge contents of file (data/records) and write to history file when inactive for 1 year.