Keed NCD 27Nov 7949 REQUEST FOR RECORDS SPOSITION AUTHORITY (See Instructions on reverse) JOB NO NC1-207-80-3 TO GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 DATE RECEIVED 1 FROM (AGENCY OR ESTABLISHMENT) 11-27-79 Department of Housing & Urban Development NOTIFICATION TO AGENCY 2 MAJOR SUBDIVISION In accordance with the provisions of 44 U S C 3303a the disposal re Office of Finance and Accounting quest, including amendments, is approved except for items that may 3 MINOR SUBDIVISION be stamped "disposal not approved" or "withdrawn" in column 10 Mortgage Insurance Accounting 4 NAME OF PERSON WITH WHOM TO CONFER 5 TEL EXT Lloyd Stacy 55647 6 CERTIFICATE OF AGENCY REPRESENTATIVE I hereby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 _#3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified. A Request for immediate disposal. B Request for disposal after a specified period of time or request for permanent retention. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE Departmental Records Management Officer 9. SAMPLE OR 8. DESCRIPTION OF ITEM 10. ACTION TAKEN ITEM NO (With Inclusive Dates or Retention Periods) JOB NO Records Schedule 20 · Single Family Home Mortgage Insurance Records Insurance In Force(IIF) - Small Homes, F22. This system records, controls, and monitors more than 4.5 million home mortgage insurance records from time of insurance written to termination because of payment in full or default. The system also provides for calculation and preparation of annual premium billing and extraction of summary totals of mortgage amount, unpaid principal balance, accared and unearned premiums for entry in the general books of accounts. There are 11 reels, 162 characters (block 10), and 9 tracks, inclusive dates 1959 to date. Date: 11,1979

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Program Concurrence:

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11 4

Request f	or Records Disposition Authority—Continuation	on	JOB NO		PAGE OF
.7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention			9 SAMPLE OR JOB NO	10 ACTION TAKEN
*	Description of Records Di	sposition			
1.	Single Family Home Mortgage Insurance Program Automated Systems and the related docu- mentation required to service them.				
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	Description o	f Records	Disposition			
	(\$\)	Input Documents. Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data been entered into and verified.			
	(と) (対)	Input Documents. Documents that are a part of official record files covered elsewhere in this schedule.	Destroy in accorda with relevant inst in this schedule.		s	
bern if so	(d) (k)	Processing Files. Initial, Intermediate or Valid Transaction Data.	cycle.	-		
love 3/1	(e) (E)	Processing Files. Publication and Print Files.	Scratch after third apply provisions of General Records Scratch (GRS) 20, Items 20	l hedule		-
actum bar	dring program (g)	Master Files. Copy of current master File.	Transfer a copy of current master to National Archives ately and future mon on an annual basis	the immedi- asters	WITHDR	AWN
the state of the s	(t)	Master Files retained in HUD tape library.	Scratch after thir cycle. Destroy fi version of master after system is el from inventory of systems.	nal 3 years iminate		
	(y) (i)	Printouts and other output reports.	Destroy when super obsolete, or no lo needed for adminis or reference purpo	nger trative		
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6. CERTIFICATE	of agency representative certify that I am authorized to a		,) + + + , + + ; ;		
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STANDARD FORM 115
Revised April, 1975
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FPMR (41 CFR) 101-11 4