

Rec'd NCO 27 Nov 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of Housing & Urban Development

2 MAJOR SUBDIVISION

Office of Finance and Accounting

3 MINOR SUBDIVISION

Mortgage Insurance Accounting

4 NAME OF PERSON WITH WHOM TO CONFER

Lloyd Stacy

5 TEL EXT

55647

LEAVE BLANK

JOB NO

NC1-207-80-3

DATE RECEIVED

11-27-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-20-81
Date

[Signature]
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 23 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.

C DATE <u>11/16/79</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Departmental Records Management Officer
---------------------------	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Records Schedule 20</p> <p>Single Family Home Mortgage Insurance Records</p> <p>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, accrued 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.</p> <p>Date: <u>November 16, 1979</u> Date: <u>11-19-79</u></p> <p>Program Concurrence: <i>[Signature]</i> Legal Concurrence: <i>[Signature]</i></p> <p><i>Program + Legal Concurrences Obtained for disposition change 11/6/80 + 12/15/80, respectively</i></p>		

2/5/81
RUC

115-107

Closed Out: 2-27-81: K.T.D.
Copy sent to Agency, NNR & NNF

" items

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

2 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
* 1.	<p data-bbox="243 268 951 298"><u>Description of Records</u> <u>Disposition</u></p> <p data-bbox="243 332 709 485">Single Family Home Mortgage Insurance Program Automated Systems and the related documentation required to service them.</p> <p data-bbox="243 526 1171 963">a. Newly established automated systems, not covered in this Request for Records Disposition Authority. Prepare Standard Form 115, Disposition Authority to cover new automated system. Submit through appropriate Administrative Support or Housing Programs Systems Division to the Departmental Records Officer. Attach a copy of the record layout and the Glossary of Terms/General Purpose Format.</p> <p data-bbox="243 1003 1094 1090">b. The following automated system is "permanent." proposed for disposal after the periods of time specified:</p> <p data-bbox="314 1100 756 1161">(1) Insurance In Force (IIF) Small Homes(F22).</p> <p data-bbox="391 1195 1148 1417">(a) System documentation: a copy of the record layout and glossary of terms, and a copy of all approved changes/revisions. Permanent. Transfer a copy to the National Archives, together with a copy of the current master file.</p> <p data-bbox="391 1457 1164 1776">(a) System documentation maintained by HUD, including Official Record copy of all technical documents identified in HUD's ADP Documentation Standards manual. Destroy 3 years after system is eliminated from inventory of active systems.</p>		WITHDRAWN

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

3 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Description of Records</u></p> <p>(b) (X) Input Documents. Destroy after data has been entered into system and verified.</p> <p>(c) (X) Input Documents. Destroy in accordance with relevant instructions in this schedule.</p> <p>(d) (X) Processing Files. Scratch after third update cycle.</p> <p>(e) (X) Processing Files. <i>Scratch after third update cycle. Apply provisions of General Records Schedule (GRS) 20, Items 20 and 21.</i></p> <p>(g) (X) Master Files. Transfer a copy of current master to the National Archives immediately and future masters on an annual basis.</p> <p>(f) (X) Master Files. Scratch after third update cycle. Destroy final version of master 3 years after system is eliminated from inventory of active systems.</p> <p>(g) (X) Printouts and other output reports. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.</p>		

pls telecon w/ Bob Berlin
 June 3/11/81
 Change made per
 HUD action on NNR
 request. See background
 documents for HUD program
 & legal concurrence.

WITHDRAWN

*

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Housing & Urban Development

2. MAJOR SUBDIVISION

Office of Finance and Accounting

3. MINOR SUBDIVISION

Mortgage Insurance Accounting

4. NAME OF PERSON WITH WHOM TO CONFER

Lloyd Stacy

5. TEL. EXT.

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 23 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.

C. DATE

11/16/79

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

E. TITLE

Departmental Records Management Officer

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

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, accrued 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: November 6, 1980

Date: 12-15-80

Program Concurrence:

Legal Concurrence: