

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-31-99-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED October 19, 1999	
1. FROM (Agency or establishment)  Department of Housing & Urban Development		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Federal Housing Administration			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Brenda Smoot	5. TELEPHONE  202-708-1891 x 7291	DATE  2-29-00	ARCHIVIST OF THE UNITED STATES  <i>John W. Case</i>
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 <u>8</u> 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 9-3-99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brenda B. Smoot</i>	TITLE Act., Dept. Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Record Group 31 WNRC Project: Records of the Federal Housing Administration  This schedule provides for the disposition of WNRC Accessions.  SEE SCHEDULE ATTACHMENT	<i>Patricia A. Stark</i> Office of the General Counsel  <i>Mary Dickson</i> Office of the Inspector General  <i>Charles Patterson</i> Office of Housing	

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL HOUSING ADMINISTRATION (FHA)

1. **Accession No. 31-57E-0749, Boxes 191-257 (67 cubic feet).** FHA, Comptroller Records, Sample of Group Master Binders, 1957. Records that document FHA's commitment for insurance on group submissions under Section 203 (or 603) of the National Housing Act. Arranged numerically by Binder Number. Contains mortgagee's applications for mortgage insurance on a group of 25 or more; mortgagees schedule of properties and mortgage amounts requested; public vouchers for refunds; and gives status of case such as expired, outstanding or rejected. (Location: 10/25:23-4-5)

Disposition: **Temporary.** Destroy immediately.

Justification: These sample Group Master Binders are all closed accounts from 1957. They do not serve any current legal or fiscal purpose, nor have historical value.

2. **Accession No. 31-58B-0486[A], Box 455 Partial (Less than 1 cubic foot).** FHA, Comptroller's Division, Reports Section; Comptroller's Data Book, 1950--Contains Comptroller's Data Book with compiled financial status data consolidated within one report. Arranged chronologically. (Location: 10/42:31-4-6)

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: FHA's major mission is to provide mortgage insurance for various Federal Housing Programs. The Data Books consolidates the various financial status reports for these insurance funds that shows the amount of monies the Federal Government appropriated and how they were managed. These records concisely document the Comptroller's function in FHA.

3. **Accession No. 31-60A-0103, Cartons 1-64 (32 cubic feet).** FHA, Comptroller's Division, Modernization Control Section, Account Cards, 1934-1957. Contains index cards (with handwritten notations) for accounts that are uncollectible, unrecoverable or have been compromised. All accounts were closed out by 1957. (Location: 10/18:20-3-5) **Old Authority:** 2225.6/13/19.

Disposition: **Temporary.** Destroy immediately.

Justification: These account cards were created to track the status of collections for Title I claims. They were closed out in 1957. They do not serve any current legal or fiscal purpose, nor have historical value.

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4. **Accession No. 31-64A-1206, Bundles 1-4, 1 and 1 (6 cubic feet).** FHA, Research & Statistics Division, Statistics Section; Property Location Codes, 1935-1947. Contains handwritten tallies in volumes (bound by rivets) listing property improvement loans based on property locations. (Location: 10/26:41-5-3) **Old Authority:** 2225.6/9/18.

Disposition: **Temporary.** Destroy immediately.

Justification: These records are an administrative means of tracking property improvement loans for statistical purposes. All of the accounts are closed. They do not serve any current legal or fiscal purpose, nor have historical value.

5. **Accession No. 31-67A-3694, Box 1 (1 cubic foot).** FHA, Research & Statistics Division, Statistics Section; Insurance Claims Study Tabulations, 1964. Contains computer-generated tabulations for specific institutions regarding regular and earmarked reserves. (Location: 10/26:9-4-6) **Old Authority:** 2225.6/9/3 (NN-167-78/3)

Disposition: **Temporary.** Destroy immediately.

Justification: This accession contains computer-generated tabulations, no narratives, that were facilitative in tracking the status of Title I insurance fund accounts. These accounts have no bearing on today's insurance reserve, serve no current legal or fiscal purpose, nor have historical value.

6. **Accession No. 31-69A-0156, Boxes 1-5 (5 cubic feet).** FHA, Research & Statistics Division, Statistics Section; Annual Report Tabulations, 1946-1957. Contains computer-generated S-Run tabulations for Title II, new and existing construction. (Location: 10/56:25-1-1) **Old Authority:** 2225.6/9/20

Disposition: **Temporary.** Destroy immediately.

Justification: This accession contains computer-generated tabulations created for Annual report compilation. These tabulations may or may not have identifying headings making them difficult to interpret. These records are facilitative and do not have historical value.

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7. **Accession No. 31-69A-0979, Boxes 1-3 (3 cubic feet) and Accession No. 31-69A-4971, Boxes 1-29 Partial (29 cubic feet).** FHA, Research & Statistics Division, Statistics Section; Distribution Insurance Reports, 1961-1965, and Home and Project Mortgages Inventory, 1940-1963. Contains computer-generated recurring monthly reports of FHA Insuring Operations for the regions. (Location: 10/15:36-2-1 and 10/17:26-2-5) **Old Authority:** 2225.6/9/20 and 2225.6/9/3.

Disposition: **Temporary.** Destroy immediately.

Justification: This accession contains statistics for regional FHA insurance operations. These tables contain facilitative information no longer needed for current HUD function, nor have historical value.

8. **Accession Nos. 31-69A-5383 (Boxes 1-2, 2 cubic feet); 31-71A-6644 (Boxes 1-5, 5 cubic feet); 31-72A-1468 (Boxes 1-5, 5 cubic feet); 31-74-0009 (Boxes 1-4, 4 cubic feet); 31-76A-0003 (Boxes 1-2 Partial, less than 2 cubic feet).** HUD, Assistant Sec. for Housing Production and Mortgage Credit--FHA Commissioner, Office of Policy & Program Analysis and Development (Predecessor: Office of Programs); Subject and Chron Correspondence Files of the Programs Office, 1960-1971. Contains Asst. Commissioner for Programs correspondence, letters and memos, to the FHA Commissioner, HUD Secretary and Undersecretary, and to Congress. Further contains program files of the Office of the Asst. Commissioner of Programs. Topics include: (1) entire "Wood Hole" Project files of the study of science and urban development; (2) policy on Cuban assets control regulations; (3) AEC developed community for its employees; and (4) Discussion draft on the operations of FHA during under President Kennedy. (Locations: 10/3:29-6-3, 10/18:5-2-5, 10/18:11-5-4, 10/39:4-5-3, and 10/33:21-6-6) **Old Authorities:** 2225.6/6/5 and 2225.6/6/10.

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: The Programs Office is the prime policy and program developing office within the FHA. Because these correspondence files document FHA agency-wide policy development and studies, these accessions contain sufficient historical information to warrant permanent retention.

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9. **Accession No. 31-70A-5753, Boxes 1-6 (6 cubic feet).** FHA, Research & Statistics Division, Market Analysis Section; Market Analysis Studies and Reports, 1961-1969. Contains narrative housing market analysis reports for municipalities, counties, and states that include topics such as: (1) Economy of Area; (2) Demographic Factors; (3) Housing Marketing Factors; (4) Population/Household Characteristics; and other factors and characteristics of the area being studied/analyzed. Arranged alphabetically by name of State, thereunder by name of municipality. (Location: 10/32:17-7-4) **Old Authority:** 2225.6/9/12.

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: This accession contains market studies and analytical reports documenting the status of the housing market for various locations throughout America. Because these reports/studies capture the demographical, economical, and population characteristics/trends of specific areas at a specific time, as well as other data, these records have continuing historical value.

10. **Accession No. 31-71A-1034, Box 1 (1 cubic foot).** FHA, Economic & Marketing Analysis Division [Research & Statistics Division], Income Limits & Surveys Branch; Income Distribution Report, 1967. Contains the working papers for developing a report requested by the White House Civil Rights Commission regarding income distributions at percentiles for tenure, race and persons for selected areas. Includes computer printouts, worksheets, graphs and plot lines, and handwritten tabulations. Unarranged. (Location: 10/27:2-4-6) **Old Authority:** 2225.6/9/12

Disposition: **Temporary.** Destroy immediately.

Justification: This accession contains the working papers for a report responding to a request made by the White House Civil Rights Commission. The computer printout that makes up most of the record did not have sufficient input data to complete the report. Because this information would be more completely captured in the White House Civil Rights Commission records and the data within the working papers are incomplete, these records do not have enduring historical value.

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11. **Accession No. 31-71A-6633, Boxes 1-2 (2 cubic feet).** FHA, Management & Operations Assistance Division, Mortgage Approval Branch; Approved Mortgagee Register, 1934-1967. Contains eight 3-ring binders holding lists of approved mortgagees in approval certificate number order. (Location: 10/19:29-7-3) **Old Authority:** 2225.6/27/8 (NC1-207-79-7/8)

Disposition: **Temporary.** Destroy immediately.

Justification: This record series is approved for temporary retention, but a new SF-115 is needed to shorten the retention period. Currently, the disposition instructions state, "Maintain in Active Files for life of program. Destroy 3 years after termination of program." Because the program to approve mortgagees continues and the oldest approval certificate registers are no longer needed, I recommend a one time disposal authority for the records in Accession No. 31-71A-6633.

12. **Accession No. 31-71A-7111, Boxes 3-5 (3 cubic feet) and Accession No. 31-73-0040, Boxes 7, 8 Partial, 9 (less than 3 cubic feet).** FHA, Office of the Asst. Commissioner--Comptroller, Financial Reports Division [Financial Analysis and Investment Division]; Debenture Calls and Transfers, 1939-1945, 1962-1971. Contains debenture calls issued in connection with the redemption of debentures by various insurance funds and memos relating to special purchases of debentures from the Federal National Mortgage Association and the public. (Location: 10/18:7-5-1 and 10/36:54-3-2) **Old Authority:** FHA-12/25

Disposition: **Temporary.** Destroy immediately.

Justification: These records track the movement of funds, insurance claims, and debenture purchases for accounts that have been closed for many years. They do not serve any current legal or fiscal purpose, nor have historical value.

13. **Accession No. 31-72A-2125, Boxes 1-84 (84 cubic feet).** FHA, Comptroller's Division, Title I Branch, Adjustment Section; Defaulted Account Cards, 1935-1968. Contains index cards used to track defaulted and unrecoverable Title I loans. (Location: 10/19:47-5-3) **Old Authority:** FHA-12/60 and 2225.6/13/19

Disposition: **Temporary.** Destroy immediately.

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Justification: These cards document defaulted loan accounts that have been closed for several decades. Because they do not serve any current legal or fiscal purpose, nor have historical value, I recommend a one time disposal authority for the records in Accession No. 31-72A-2125.

14. **Accession No. 31-72A-3015, Boxes 1-2 (2 cubic Feet).** FHA, Office of the Asst. Commissioner for Programs; Program Subject Files, 1954-1969. Contains subject files of reports, studies, task forces, legislation, and proposals arranged in alphabetically by subject heading. Topics include: (1) Alaska Omnibus Act; (2) Accelerated Multi-Family Processing; (3) Housing Counseling Service (Test Program); (4) Non-White Housing Demand; (5) Subsidized Housing Programs-Task Force; and others. (Location: 10/17:33-5-5) **Old Authority:** 2225.6/6/10

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: The Programs Office is the prime policy and program developing office within the FHA. Because these Program Subject Files document FHA agency-wide policy development and studies, this series contains sufficient informational value to warrant permanent retention.

15. **Accession No. 31-66B-1883, Boxes 1-4 (4 cubic feet) and Accession No. 31-66C-1883, Box 7 (1 cubic foot).** FHA, Office of General Counsel, Home Mortgage Section; Decimal File, 1941-1960. Contains subject file, with decimal headings, that has copies of letters and memos, copies of legislation, booklets, and other materials pertaining to the subject. Subject topics include: (1) Designation of Defense Areas; (2) Conservation Orders; (3) Priorities; (4) War Housing Amendments; (5) Urban Redevelopment Committee; (6) Taft Committee Hearings - Postwar Housing Financing; (7) Special Committee - "No Man's Land" - Housing Problems; (8) Rules, Regulations, and Amendments; (9) Title IX - National Defense Housing; (10) Servicemen's Readjustment; and others. Mostly arranged numerically by subject decimal. (Location: 10/26:1-3-4)

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: These Decimal files are subject files of the General Counsel's Office during World War II, Korean War, and the immediate postwar era. Because they comprise a succinct collection of wartime and post war housing policy and legislative materials, they have historical value for researching the changing trends in Federal housing policy and how the military/national defense affected housing policies and municipalities.

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16. **Accession No. 31-73-0040, Box 10 Partial (less than 1 cubic foot).** HUD, Asst. Secretary for Administration, Office of Finance and Accounting, General and Program Accounting, Financial Analysis and Investment Division; Actuarial Policies and Studies, 1964-1968. Contains record copy of Actuarial Policies and Studies -- Valuation Reserve Bases for Insurance Funds documenting the Comptroller's recommendations for basis of establishing valuation reserves under various insurance funds. They include FHA's combined Statement of income and Expenses, and changes in Insurance reserves from 1934-1966. (Location: 10/36:54-3-4) **Old Authority:** FHA-12/21

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: FHA's major mission is to provide mortgage insurance for various Federal Housing Programs. The Actuarial Policies and Studies document policy for how the FHA tracked their insurance reserves. These records document the Comptroller's policy making contributions regarding valuation of the insurance reserves and status of the funds appropriated for FHA's major function--insuring mortgages.

17. **Accession No. 31-76A-0003, Boxes 2 Partial-7 (less than 6 cubic feet) and Accession No. 31-76B-0003, Boxes 8-13 (6 cubic feet).** HUD, Assistant Sec. for Housing Production and Mortgage Credit--FHA Commissioner, Office of Policy & Program Analysis and Development (Predecessor: Office of Programs); Decimal Files, 1969-1972. Contains program subject files with decimal headings. Some general subjects include: (1) Policy Circulars; (2) Task Forces; (3) Building Codes; (4) Cooperative Management Housing Insurance Fund; (5) Urban Summer Problem Reports; (6) Post Viet Nam Planning; (7) HUD Team Visit to Japan; (8) Civil Rights; (9) Tandem Plan-GNMA; (10) Relocation Housing; and others. At the end of the Decimal Files are related folded maps arranged according to HUD regions -- one map title is "Dispersal of Federally Assisted Housing in Standards Metropolitan Statistical Areas of 100,000 or more." (Location: 10/33:21-6-6) **Old Authority:** 2225.6/6/5

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: The Programs Office is the prime policy and program developing office within the FHA. Because these program files document FHA agency-wide policy development and studies, this series offers sufficient historical value to warrant permanent retention.



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18. **Accession No. 31-64C-1052, Boxes 18-25 (8 cubic feet).** FHA, Research and Statistics Division, Market Analysis and Research Section; Techniques File, 1935-1958. Contains record copy numbered Techniques Memos that were distributed agency-wide to the Housing Market Analysts. Also contains manuals, procedures, and report and survey samples that serve as models for techniques. (Location: 10/25:13-6-6) **Old Authority:** 2225.6/9/12.

Disposition: **Permanent.** Transfer to the National Archives in 2001.

Justification: This series documents the policies, techniques, and procedures the FHA Housing Market Analysts used to prepare their reports/studies that influenced nation-wide housing policy decisions. Because these records document FHA agency-wide policy, this series offers sufficient historical value to warrant permanent retention.