

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NF-207-05-2</i>	DATE RECEIVED
1. FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Housing		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Pauline Grant, Mgmt. Analyst Oliver Walker, RML0, Housing	5. TELEPHONE (202) 708-1891 x (202) 708-0614 x	DATE 297 114	ARCHIVIST OF THE UNITED STATES <i>Mark W. ...</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 _____ 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,

is not required; is attached; or has been requested.

DATE <i>1/29/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmelita Bridges</i> Carmelita Bridges	TITLE <i>Acting Departmental Records Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>HUD Records Disposition Schedules</p> <p>Office of Housing</p> <p>The Department of Housing and Urban Development, (HUD) is updating Housing's Paper record schedules.</p> <p>The proposed new items will provide descriptions and dispositions for the new items which are being added to the Housing record schedules. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required.</p> <p>See the attached new descriptions of records and disposition instructions for these new items being added and also the items being deleted because the items are being performed electronically.</p>	<p><i>John ... 1/21/04</i></p> <p>Office of Housing</p> <p><i>Mary ... 1-14-04</i></p> <p>Office of Inspector General, (OIG)</p> <p><i>Synthia M. Kelly 1/22/04</i></p> <p>Office of General Counsel, (OGC)</p>	

LA 12/7/05 copies sent to Agency, NARA, NR

RECORDS DISPOSITION SCHEDULE 27

MORTGAGEE APPROVAL RECORDS

Item
No.

1. ~~Approved Mortgagee "Change" Files. These records reflect mortgagee character changes such as mergers, absorptions, and consolidations.~~

~~**Temporary.** Maintain in active files for life of program. Destroy three years after termination of program. (NARA Job NC1-207-79-7, item 9)~~
2. ~~Mortgagee Monitoring Files. These files contain the working papers (schedule of cases reviewed, reverifications of employment, reverifications of deposits, interview notes and questionnaire data), trip reports and the findings and recommendations which result from the onsite reviews of HUD-FHA approved mortgages conducted by the Division's staff of Mortgagee Representatives. Also included are copies of correspondence to and from HUD Central and Field Office organizations and affected mortgages which relate to the onsite reviews.~~
 - a. ~~Working Papers.~~

~~**Temporary.** Destroy working papers from files at end of third year following onsite review. (NARA Job NC1-207-79-7, item 11)~~
 - b. ~~Trip reports and related correspondence.~~

~~**Temporary.** Transfer trip reports and related correspondence to FRC at end of third year and destroy at end of sixth year following onsite review. (NARA Job NC1-207-79-7, item 11)~~
3. ~~Mortgagee Review Board Files. These files contain the pertinent documents and related data which apply to affected HUD-FHA approved mortgages or policy issues which require action or determinations by the Board, and summarize the chronology of events from point of inception until a final decision is made by the Board. Also included are copies of notifications of the Board's actions or determinations made with respect to affected mortgages, and copies of correspondence to HUD Central and Field Office organizations and to other Government agencies which relate to the Board's activities.~~
 - a. ~~Official Departmental Board Files.~~

Temporary. Segregate after final action by Board and transfer to Federal Records Center six years after such final action, or anytime thereafter that volume warrants. Destroy 12 years after final action by Board. (NARA Job NC1-207-79-7, item 12 (a)).

b. Reference, review and comment copies of Board documents circulated to members.

Temporary. Destroy when comments have been entered into official record, or when no longer needed. (NARA Job NC1-207-79-7, item 12 (b)).

4. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete when dissemination, revision, or updating is completed.