REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER *NI-207-09-6*

TO· NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED *2-11-2009*

1 FROM (Agency or establishment)
Department of Housing and Urban Development

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Assistant Secretary for 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
Title I, Insurance and Claims

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
John Mentes	(518) 862-2815

DATE	ARCHIVIST OF THE UNITED STATES

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,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/4/09	*Carmelita Bridges*	Departmental Records Officer

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS DISPOSITION SCHEDULE 13 OFFICE OF HOUSING TITLE I, INSURANCE AND CLAIMS SYSTEM The Department of Housing and Urban Development, (HUD) is proposing to add Schedule 13, Title I, Insurance and Claims System to HUD Records Disposition Schedules, 2225.6. This new electronic record system schedule will provide descriptions of records and disposition instructions for the Title I, Insurance and Claims System records. These files are not used for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required. See the attached Description of Records and Disposition Instructions for the new record items.	2/3/09 Office of Housing, H 2/6/2009 Office of General Counsel, OGC Office of the Inspector General, OIG	

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

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

RECORDS DISPOSITION SCHEDULE 13

OFFICE OF HOUSING

TITLE I INSURANCE AND CLAIMS SYSTEM

System Code: F72

System Name: Title I Insurance and Claims System (TIIS)

System Purpose: TIIS performs all Title I insurance and claims functions for HUD from examination and acceptance of new insurance through maintenance, premium billing and collection throughout the insurance period until termination of the insurance/claim payment.

System Description: TIIS provides operational and management support for the execution of the Title I Property Improvement and Manufactured Home Loan Program. It provides online inquiry and update-capability to support day-to-day operations. This includes loan inventory, maintenance, billing, premium collection and reconcilement, claim processing, and Title I Reserves maintenance and accounting. TIIS performs batch processing to produce various reports and files.

Item No.	Description of Records	Disposition
1.	**Documentation.** Consists of deliverables, data dictionaries, requirements, etc.	**Permanent.** Keep unless application is decommissioned, in which case archive to HUD after two years.
2.	**Test files.** Data used to assure software correctness.	**Temporary.** Delete when testing is complete.
3.	**Input.** Consists of media used to enter data into application and for	**Temporary.** Store media for three years and then archive to HUD.
4.	**Output Reports.** Can be on-line or printed.	**Temporary.** Delete when no longer needed.

RECORDS DISPOSITION SCHEDULE 13

OFFICE OF HOUSING

TITLE 1 INSURANCE AND CLAIMS SYSTEM

Item No.	Description of Records	Disposition
5.	**Electronic Files.** Backed up daily and monthly.	**Temporary.** Destroy when no longer needed.
6.	**System Program Library file.** Consists of all programs and stored procedures for operating F72.	**Temporary.** Delete three years after programs are placed on the inactive list.

WITHDRAWN

3/16/10
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