

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-207-87-2**

DATE RECEIVED **3-4-87**

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

NOTIFICATION TO AGENCY

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

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2 MAJOR SUBDIVISION  
**Assistant Secretary for Housing-Fed. Housing Commissioner**

3 MINOR SUBDIVISION  
**Office of Insured Single Family Housing**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Leslie H. Graham, Jr.**

5 TELEPHONE EXT  
**755-6820**

DATE **6-16-87** ARCHIVIST OF THE UNITED STATES  
*Frank A. Bunk*

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 \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>1/8/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	D TITLE <b>Departmental Records Management Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Request for immediate disposal authority for specific accessions of Single Family Insured Case Files.</p> <p>Departmental program and legal officials have determined that single family case files insured through 1967 may now be destroyed.</p> <p>This is a request for an exception to HUD Records Disposition Schedule 20, item 1.a.</p> <p>HUD has determined that a 12-year retention will meet the Department's needs for insured single family case files, with the exception of Section 235 cases. Legislation establishing the Home Ownership Assistance for Low and Moderate Income Families (Section 235) Program was enacted in 1968. HUD has determined that Section 235 cases must be retained for the life of the mortgage plus 6 years. However, some Section 235 cases are interfiled with all others in records center storage, and so cases dating from 1968 will require special handling. We will treat the post-1967 cases in a separate proposal.</p> <p>The following accessions, all from Record Group 31, are proposed for immediate destruction:</p>	<p>NC1-207-84-5, item 1.a.</p>	<p>1 Item</p>

*Copy to agency + NC 6/17/87 R Wood*

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN																																				
	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Accession Number</u></th> <th style="text-align: right;"><u>Volume</u></th> </tr> </thead> <tbody> <tr><td>031-66C2674</td><td style="text-align: right;">102</td></tr> <tr><td>031-66A2698</td><td style="text-align: right;">513</td></tr> <tr><td>031-66A2711</td><td style="text-align: right;">580</td></tr> <tr><td>031-68B0403</td><td style="text-align: right;">1</td></tr> <tr><td>031-72A5475</td><td style="text-align: right;">999</td></tr> <tr><td>031-72A6257</td><td style="text-align: right;">998</td></tr> <tr><td>031-72A7198</td><td style="text-align: right;">1,031</td></tr> <tr><td>031-72B7200</td><td style="text-align: right;">945</td></tr> <tr><td>031-72A7201</td><td style="text-align: right;">1,005</td></tr> <tr><td>031-73-0001</td><td style="text-align: right;">906</td></tr> <tr><td>031-73-0003</td><td style="text-align: right;">644</td></tr> <tr><td>031-73-0004</td><td style="text-align: right;">912</td></tr> <tr><td>031-73-0006</td><td style="text-align: right;">985</td></tr> <tr><td>031-73-0008</td><td style="text-align: right;">579</td></tr> <tr><td>031-74-0013</td><td style="text-align: right;">142</td></tr> <tr><td colspan="2" style="text-align: right;"><u>11,318</u> cu. ft.</td></tr> <tr><td colspan="2" style="text-align: right;">12,636</td></tr> </tbody> </table>	<u>Accession Number</u>	<u>Volume</u>	031-66C2674	102	031-66A2698	513	031-66A2711	580	031-68B0403	1	031-72A5475	999	031-72A6257	998	031-72A7198	1,031	031-72B7200	945	031-72A7201	1,005	031-73-0001	906	031-73-0003	644	031-73-0004	912	031-73-0006	985	031-73-0008	579	031-74-0013	142	<u>11,318</u> cu. ft.		12,636			
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	<p><i>David E. Pinsky</i> 1/15/87</p> <p>David E. Pinsky, GHH      Date</p> <p>Assistant General Counsel,</p> <p>Home Mortgage Insurance</p>																																						