

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO
NI-207-88-1

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

DATE RECEIVED
1/14/88

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

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
**Assistant Secretary for Housing-
Federal Housing Commissioner**

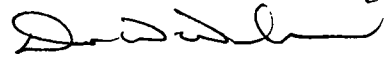
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Office of Insured Single Family Housing

4 NAME OF PERSON WITH WHOM TO CONFER
**Leslie H. Graham, Jr., Director
Administrative Support Division, Rm. 9128**

5 TELEPHONE EXT
755-6820

DATE
4/23/88

ARCHIVIST OF THE UNITED STATES


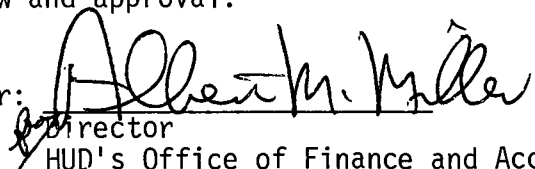
6 CERTIFICATE OF AGENCY REPRESENTATIVE

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 2 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

GAO previously concurred on a list that proposed immediate destruction of all case files endorsed prior to 1968.

A GAO concurrence is attached, or is unnecessary

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|-------------------------|--|---|
| B DATE 1/6/88 | C SIGNATURE OF AGENCY REPRESENTATIVE  Robert J. Devlin | D TITLE Departmental Records Management Officer |
|-------------------------|--|---|

| 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) |
|-----------|--|--------------------------------------|---------------------------------|
| 1. | <p>RECORDS DISPOSITION SCHEDULE 20 SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS</p> <p>We propose to revise item 1, Single Family Home Mortgage Insured Case Files. The proposed revision is spelled out on the continuation page. A similar request, NARA Job No. NI-207-87-2, approved 6-16-87, was cleared by HUD's Office of Housing, HUD's Office of General Counsel, and by the General Accounting Office. A follow-on proposal, registered as NARA Job No. NI-207-87-5 in May 1987 was withdrawn because of a problem involving HUD's Distributive Shares function. We have now resolved that problem with our Office of Finance and Accounting, and NARA's Office of Federal Records Centers has proposed to accomplish all necessary screening by means of a reimbursable agreement with HUD. Therefore, we have revised our earlier proposal, secured Office of Finance and Accounting concurrence, and are re-submitting the proposal for NARA review and approval.</p> <p>Concur:  Director HUD's Office of Finance and Accounting</p> | NC1-207-79-8, approved 1-4-80 | |

| 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 |
| | <p>a. Case files endorsed prior to 1968.</p> <p>(1) Cases related to Distributive Shares and identified for retention by OFA. Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed, then destroy under authority of General Records Schedule 6, item 1.a.</p> <p>(2) All remaining case files. Destroy immediately.</p> <p>b. Case files endorsed from 1968 through 1986.</p> <p>(1) Cases related to Distributive Shares and identified for retention by OFA. Screen and segregate in accordance with lists provided by OFA. Maintain until HUD's financial obligations are terminated or cases are otherwise closed, then destroy under authority of General Records Schedule 6, item 1.a.</p> <p>(2) Section 235 cases currently maintained in the Federal Records Center will be screened and segregated according to lists provided by HUD's Office of Housing. Destroy 6 years after mortgage insurance is terminated.</p> <p>(3) All remaining case files. Destroy 12 years after close of calendar year in which endorsed.</p> <p>c. Case files endorsed beginning in 1987.</p> <p>(1) Section 235 case files endorsed beginning in 1987 will be screened and maintained in originating Field Office. Do not send such Section 235 cases to HUD Headquarters. Destroy 6 years after mortgage insurance is terminated.</p> <p>(2) All other single family case files. Send to HUD Headquarters in strict accordance with instructions issued by the Office of Housing. Headquarters will retire to Federal Records Center storage. Destroy 12 years after close of the calendar year in which endorsed.</p> <p>Previous item 1.b. is re-numbered and will become item 1.d.</p> | | |