

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

LEAVE BLANK

JOB NO.

*NI-207-88-4*

DATE RECEIVED

*6/17/88*

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

**U.S. Department of Housing and Urban Development**

2. MAJOR SUBDIVISION

**Housing-Office of Multifamily Housing Management**

3. MINOR SUBDIVISION

**Planning and Procedures Division**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

**Judith L. Lemeschewsky, HMHO, Room 6182**

5. TELEPHONE EXT.

**426-3944**

DATE

*8/1/88*

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 1 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 <i>6/9/88</i> <i>1/27/88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	D. TITLE Departmental Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
12.	<p><b>RECORDS DISPOSITION SCHEDULE 10</b></p> <p><b>RECORDS RELATING TO MULTIFAMILY INSURED PROGRAMS</b></p> <p>This is a request to add new item 12 to this schedule. New item 12: Monthly Subsidy Billings/Documentation.</p> <p>Housing program office copies of monthly subsidy billings and supporting documentation. These may include any and all of the following: Housing Owner's Certification/Application for Housing Assistance Payments (HUD-52670); Schedule of Tenant Assistance Payments Due (HUD-52670A, Part 1); Schedule of Section 8 Special Claims (HUD -52670A, Part 2; Section 8 Special Claims Worksheet (HUD-52670-WS); Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures (HUD-50059); and Worksheets for the Computation of Tenant Payment/Rent (HUD-50059a through k).</p> <p>Retire to Federal Records Center 1 year after audit or any time following audit that volume warrants. Destroy when 3 years old.</p> <p><i>Morris Bourne 4/27/88</i> Program Concurrence Date Morris Bourne, Director Office of Multifamily Housing Management</p>	<p>NARA Job NC1-207- 78-12</p> <p><i>GRS 6, 1b (Accountable Officers Files)</i></p>	
	<p><i>Robert S. Kenison 2-9-88</i> Legal Concurrence Date Robert S. Kenison, Associate General Counsel, Assisted Housing &amp; Community Development</p>	<p><i>Eliot C. Horowitz</i> Legal Concurrence Date Eliot C. Horowitz Assistant General Counsel, Multifamily Mortgage Insurance</p>	

*Copies sent to agency*

*8/18/88*