

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NI-207-89-3
1. FROM <i>(Agency or establishment)</i> Department of Housing and Urban Development		DATE RECEIVED	12/15/88
2 MAJOR SUBDIVISION Assistant Secretary for Housing- Federal Housing Commissioner		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Deputy Assistant Secretary for Single Family Housing		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. <i>Ad's</i>	
4 NAME OF PERSON WITH WHOM TO CONFER William C. Park, HSSI	5 TELEPHONE EXT 755-6700	DATE 8/10/89	ARCHIVIST OF THE UNITED STATES <i>Claudia J. Smith</i>
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

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
9/20/88	<i>Robert Dewlin</i>	Departmental Records Management Officer		
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	RECORDS DISPOSITION SCHEDULE 20 SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS We propose to revise item 2 covering Field Office Case Files to read as shown on the attached sheet. Beginning on October 1, 1987, documents formerly kept in the Field Office as Field Office Case Files are being interfiled in the insured case binder (item 1 of Schedule 20). Item 2 is still needed to cover Field Office Case Files created before October 1, 1987, and is being revised to reflect this change.		N1-207-79-8, item 2, approved 1-4-80	
2.	We propose to revise item 3 covering non-insured cases to read as shown on the attached sheet. Item 3 is being revised at the request of HUD's Atlanta Regional Office to clarify the disposition instructions for non-insured cases and provide separate disposition instructions when Valuation rejects the application for conditional commitment.		N1-207-87-1, item 1, approved 2-5-87	
	<i>[Signature]</i> 8-8-88 Program Concurrence & Date Single Family Development Division, HSSI Housing	<i>[Signature]</i> 9/19/88 Legal Concurrence & Date Assistant General Counsel Home Mortgage Insurance, GHH	2 items	



RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>
2.	Field Office Case Files (Proposed Construction Plans, Description of Material, and Inspection Reports). These files were created before October 1, 1987, to include documents not filed in the insured case binder. The files were kept in the Field Office or transferred to Federal Records Center for disposal after 6 years, to meet the conditions of the warranty and Section 518. Beginning on October 1, 1987, the documents are interfiled in the insured case binder (see item 1 above) and a separate Field Office Case File is no longer created.	Transfer to Federal Records Center after final endorsement, or anytime after final endorsement that volume warrants. Destroy 6 years after final endorsement.
3.	Non-insured cases. Include both proposed and existing construction.	
a.	Where Valuation rejects application for conditional commitment.	Destroy 3 months after rejection of application.
b.	Where conditional commitment expires (or is cancelled) and file does <u>not</u> contain a Mortgage Credit rejection.	Destroy 3 months after conditional commitment expires (or is cancelled).
c.	Where conditional commitment expires (or is cancelled) and file contains a Mortgage Credit rejection.	Mark file as Mortgage Credit rejection and transfer to Mortgage Credit. Destroy 26 months after Mortgage Credit rejection.