**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

1. **FROM (Agency or establishment):**  
U.S. Department of Housing & Urban Development

2. **MAJOR SUBDIVISION:**  
Deputy Assistant Secretary for Single Family

3. **MINOR SUBDIVISION:**  
Office of Insured Single Family Housing (HSIS)

4. **NAME OF PERSON WITH WHOM TO CONFER:** Alfred R. Hansell (HOAM)  
5. **TELEPHONE:** (202) 708-1470

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
</table>
| 1.       | RECORDS DISPOSITION SCHEDULE 7  
RECORDS RELATING TO PROPERTY DISPOSITION |
| 15c.     | Claims Without Conveyance of Title (CWCOT) Case Files. These files are records relating to property disposition. Field Office individual property files involving Single Family Properties sold to a third party under the Claims Without Conveyance of Title Program (24 CFR 203.368). |
| **DISPOSITION.** | Transfer to Federal Records Center 1 year after termination of mortgage insurance. Destroy 6 years after sale of property. Termination of mortgage insurance or upon conclusion of any and all disputes, whichever comes later.  
**Volume on Hand:** 80 cubic feet is later  
**Annual Accumulation:** 20 cubic feet |

Cleared with GAO 06/23/94 (see attached Ltr.)  
U.S. General Accounting Office

**DATE:** 03/23/94  
**SIGNATURE OF AGENCY REPRESENTATIVE:** Johnny Hodge  
**TITLE:** Departmental Records Officer

**NOTIFICATION TO AGENCY:**  
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**DATE:** JUN 19 1995  
**ARCHIVIST OF THE UNITED STATES:** [Signature]

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

**NO. 1.N. 201.94.5**  
**DATE RECEIVED:** 7.22.94

**PREVIOUS EDITION NOT USABLE**

115-109  
NSN 7540-00-634-4064