

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

**1. FROM (AGENCY OR ESTABLISHMENT)
Department of Housing and Urban Development**

**2. MAJOR SUBDIVISION
Federal Insurance Administration**

3. MINOR SUBDIVISION

**4. NAME OF PERSON WITH WHOM TO CONFER
Dorothy H. McCann**

**5. TEL. EXT.
55585**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 27 1975	JOB NO. NC-207-75-6
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
1-23-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5-19-75
Date

Russell J. Thompson
(Signature of Agency Representative)

Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Federal Insurance Administration</u></p> <p>The attached Records Schedule provides for the accumulation and disposition of records of the Federal Insurance Administration. The Federal Insurance Administration is responsible for administering the National Flood Insurance Program, the Crime Insurance Program, and the Riot Reinsurance Program. These programs are Congressionally - mandated property insurance programs under the National Insurance Development Program, title XII of the National Housing Act of 1968.</p> <p>Microfilm Statement</p> <p>This certifies that the records described under items 1, 9 and 10 of this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver original master microfilm plus one diazo negative shall be offered to the National Archives and Records Service, Federal Records Center at Suitland, Maryland or transferred thereto.</p>		

Change approved 1-13-76 Russell J. Thompson
Copies to Agency & All FRC's 1-27-76

(18 items)

FEDERAL INSURANCE ADMINISTRATION

<u>Items No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Community Case Files. Contains all documentation supporting a community's application and participation in the Flood Insurance Program. Documents include Application, Community state building codes, building code Resolutions, Community Resolutions adopting FIA Appendix A and B, Community Base Maps, Area Map identifying areas subject to flooding, copy or copies of studies or reports prepared by a Federal Agency, Summary of a community's flood history, a list of incorporated communities, a Flood Hazard Map, a Flood Elevation Determination Map, and correspondence between the community and the Federal Insurance Administration relating to compliance with requirements as specified under the National Flood Insurance Act of 1968.	(a) Hard copies. Destroy after film is checked and verified. (b) Microfilm copies. PERMANENT. Transfer to Federal Records Center when 5 years old.
2.	Appeals Files. The appeals files are generated in the Office of General Counsel. Contents of the file are appeals from outside sources such as communities, individuals, private organizations, etc. Correspondence and case legal paperwork is also filed. Appeals to decisions of DHUD may take the form of letters, pictorial matter, affidavits, etc. Material from the community case file will also become part of the appeals file.	Retain within agency for 2 years after last appeal date for legal action has elapsed. Then destroy.

All items designated PERMANENT will be offered for transfer to NARS when 25 years old.

FEDERAL INSURANCE ADMINISTRATION

<u>Items No.</u>	<u>Description of Records</u>	<u>Disposition</u>
3.	Flood Hazard Maps. These original maps are preliminary flood maps covering a specific community. The flood prone areas within a community are depicted by shaded areas. The maps serve DHUD and the community to qualify the community for entrance into the emergency flood program.	Retain the maps until issuance of the Flood Elevation Determination Map. Then destroy.
4.	Flood Elevation Determination Maps The maps are masters, commonly called "Rate" maps. Size of the maps are 18x12 inches. The maps are the final product of a flood insurance study conducted by DHUD. Elevations of the land involved are shown and flood prone areas within the community are depicted as shaded or color zones.	PERMANENT. Transfer to Federal Records Center when 5 years old. <i>National Archives Building (Cartographic Archives Division) when 5 years old.</i>
5.	General Program Subject Files consisting of basic statutes, legislative proposals, legal opinions, Congressional statements, organization charts, termination of functions, delegations of authority, redelegations, policy statements, operating procedures and instructions, accounting and fiscal reporting, sample copies of forms, agendas and minutes of meetings, decisions and recommendations, reports, contracts, agreements, memorandums of understanding, and studies	
a.	Headquarters Office Files	PERMANENT. <i>Transfer to FRC when 5 years old.</i>

FEDERAL INSURANCE ADMINISTRATION

<u>Items No.</u>	<u>Description of Records</u>	<u>Disposition</u>
b.	All other files ^{information in the Hdqrs} including ^{and all} Area and Regional Offices.	Destroy when file is 4 years old.
5 II	Administrative Procedures, Informational Releases and Publications consisting of dissemination of informational and promotional material including press releases, speeches, handbook issuances, publications, and similar material.	
a.	Headquarters Office Files	PERMANENT. Retain one complete set of each type of issuance. <i>Transfer to FRC when 5 years old.</i>
b.	All other files including Areas and Regional Offices.	Destroy ^{on site} when file is 4 years old.
6.	Annual Statement for each insurance company reinsured, amendments thereto, and an equivalent of page 14 of such annual statement for each State in which reinsurance is provided such company. The statements and page 14's are used to verify the eligibility of a company for reinsurance and the figures submitted by the company for reinsurance premium computation under Standard Riot Reinsurance contracts as authorized by the Urban Property Protection and Reinsurance Act of 1968.	Retain in agency for 1 year or until the Riot Reinsurance Contracts premium based on page 14 figures are adjusted. Transmit to Federal Records Center for disposal after an additional 4 years. <i>Destroy 5 years after premium figures are adjusted.</i>
7.	Reports from any State pool or other continuing organization, pool, or association of insurers as approved for the adjustment of the page 14 figures as submitted for reinsurance premium computation by reinsured companies.	Transfer to Federal Records Center when 3 years old. Destroy when 10 years old.

FEDERAL INSURANCE ADMINISTRATION

<u>Items No.</u>	<u>Description of Records</u>	<u>Disposition</u>
8.	Lists of insurance companies by State, as certified by the insurance Commissioner and submitted annually as of the reception date of the Riot Reinsurance contracts, which are risk-bearing FAIR Plan participants in such State and thereby eligible for Federal Reinsurance in the State.	Transfer to Federal Records Center when 5 years old. Destroy when 10 years old.
9.	Riot Reinsurance Division file copy of Standard Reinsurance contract as executed annually with each reinsured company. This file includes the acceptance letter by the company, a copy of the executed Reinsurance Contract, a copy of the invoice of the advance premium paid by the company, the figures submitted for adjustment of the reinsurance premium after the expiration of the contract, the computation sheet, copy of the additional premium invoice or refund voucher, transmittal letters and other correspondence concerning each contract.	(a) Hard copies. Destroy after film is checked and verified. (b) Microfilm copies. Destroy <i>on site</i> when 10 years old.
10.	Riot Reinsurance Claims Files. Claim payments during a contract year are recomputed, after the reinsurance premium adjustment is completed on the basis of the revised company retention.	(a) Hard copies. Destroy after film is checked and verified. (b) Microfilm copies. Destroy <i>on site</i> when 10 years old.
11.	Reports, charts, studies and other material not current or in use which should be retained as back up to items 7 thru 10.	Transfer to Federal Records Center when 5 years old. Destroy when 10 years old.

FEDERAL INSURANCE ADMINISTRATION

<u>Items No.</u>	<u>Description of Records</u>	<u>Disposition</u>
12.	Contracts File. The Division's file copy of the Federal crime insurance contracts, requests for contract services, Invitations for Bid, and correspondence concerning contract negotiations.	Transfer to Federal Records Center when 5 years old, destroy when 10 years old.
13.	Servicing Company Files (By company name). Includes letters from insureds who disagree with claims settlement decisions, instructions to servicing companies concerning denials or payments of claims, and xerox copies of documentation submitted when a claim is reported. Also includes instructions to servicing companies concerning the interpretation of the program's rules and regulations.	Transfer to Federal Records Center when 5 years old, destroy when 10 years old.
14.	Statistical Reports. Includes monthly, quarterly, and semi-annually data on crime insurance program, such as the number of policies sold, premiums collected, and claims paid.	Permanent - Records will remain on site 5 years before being sent to Federal Records Center.
15.	State Files. Includes correspondence from Insurance Commissioners, Mayors, Governors, and State and local governments regarding a State's need for the Federal Crime Insurance Program.	Permanent - Records will remain on site 25 years before being sent to NARS.