

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

LEAVE BLANK	
JOB NO	NC 1-207-77-5
DATE RECEIVED	29 AUG 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	9-7-77 <i>James P. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Federal Insurance Administration - HUD

2. MAJOR SUBDIVISION  
Office of Financial & Administrative Management

3. MINOR SUBDIVISION  
Information Systems & Services Division

4. NAME OF PERSON WITH WHOM TO CONFER  
John C. Babcock

5. TEL. EXT.  
426-0015

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/15/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William R. Manning</i>	E. TITLE MANAGEMENT ANALYST, OMI Attorney Advisor
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Elderly Housing Borrowers Insurance Policies and related correspondence.</p> <p><del>Place in inactive status for 1 year after expiration of policy. Transfer to Federal Records Center after 1 year inactive period. Hold 6 years in Center then destroy. See below.</del></p> <p>Volume on Hand: 6 cu. feet</p> <p>Annual Accumulation: 4 cu. feet</p> <p><i>Program Concurrence Date 8-11-77 Legal Concurrence Date 8/15/77</i></p> <p>Place in inactive file when policy expires. Transfer to Federal Records Center 1 year later <sup>or when volume warrants.</sup> Destroy 7 years after expiration of policy. <i>jhf 8/30/77</i></p>		

Agency copy sent 9/13  
NINF & NCW - 9/13/77 *JD*

*Intern*