

Rec'd NCO 7 Jun 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1 207 78 10
DATE RECEIVED	8 JUN 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	7-18-78
Archivist of the United States	James E. O'Neill

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

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

2. MAJOR SUBDIVISION Assistant Secretary for Neighborhood Voluntary Associations & Cons. Prot.

3. MINOR SUBDIVISION
Office of Regulatory Functions

4. NAME OF PERSON WITH WHOM TO CONFER
Roger G. Henderson

5. TEL EXT
755-6847

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 10 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 10/26/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> ROBERT J. Devlin	E. TITLE Departmental Records Mgmt. Officer
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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
	<p>RECORDS DISPOSITION SCHEDULE</p> <p>INTERSTATE LAND SALES REGISTRATION RECORDS</p> <p>This Schedule provides disposition instructions for records accumulating under the Interstate Land Sales Full Disclosure Act (Title XIV of the Housing and Urban Development Act of 1968, 82 Stat. 476,590; 15 U.S.C. 1701). The purpose of the Program is to protect consumers against fraudulent practices of land developers and promoters.</p> <p>The Program provides for Federal enforcement of the laws governing interstate land sales. Unless otherwise exempt by statute or regulation, developers and their agents are prohibited from selling or leasing, using the mails or other means of interstate commerce, any lot in any subdivision of 50 or more lots unless both of the following conditions have been met:</p> <p>(1) A statement of record must be filed with the Federal Government, listing information about the ownership of the land, the state of its title,</p>		

NAJ 7-20-78
NAF, NAB, NAD, H/P, PRC'S, & HNR 42 items
2/2/10/5

RECORDS DISPOSITION SCHEDULE

INTERSTATE LAND SALES REGISTRATION RECORDS

This Schedule covers all records of the Program created or maintained in the Headquarters or field locations.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Main filing consisting of the Statement of Record (filing), Property Report, amendments, and Exemption Filings. All correspondence, documentation, exhibits, maps, subpoenas, notice of hearings, public complaints concerning specific subdivisions, and related material pertaining to a developer's filing of land offered for sale or lease pursuant to the Interstate Land Sales Full Disclosure Act.	
	a. Hard copies.	Destroy after microfilm is checked and verified.
	b. Microfilm copies.	Destroy ten years after termination of the Program.
2.	History cards consisting of an individual record of property registered and actions taken.	
	a. Hard copies.	Destroy after microfilm is checked and verified.
	b. Microfilm copies. These microfilm copies are placed in the same microjackets as the main filing (item 1b of this Schedule).	Destroy ten years after termination of the Program.

RECORDS DISPOSITION SCHEDULE

INTERSTATE LAND SALES REGISTRATION RECORDS.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
3.	Enforcement File containing supporting documentation for administrative proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act.	
	a. Hard copies.	Destroy after microfilm is checked and verified.
	b. Microfilm copies. These microfilm copies are placed in the same microjackets as the main filing (item 1b of this schedule).	Destroy ten years after termination of the program.
4.	Investigatory File containing supporting documentation for judicial proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act.	
	a. Hard copies.	Destroy after microfilm is checked and verified.
	b. Microfilm copies.	Destroy ten years after termination of the Program.

RECORDS DISPOSITION SCHEDULE

INTERSTATE LAND SALES REGISTRATION RECORDS

Item No.	<u>Description of Records</u>	<u>Disposition</u>
5.	<p>Field Request File. Consists of requests from Headquarters staff to field representatives for onsite inspections of subdivisions or other actions.</p>	<p><i>file 6/22/78</i></p> <p>(1) Destroy the hard copy after microfilm is checked and verified. (2) Destroy the microfilm copy ten years after termination of the Program.</p>
	<p>a. Record copies maintained in Policy Development and Control Division. These copies become part of the main filing (item 1 of this Schedule) and are microfilmed.</p>	
	<p>b. All other copies.</p>	<p>Destroy when two years old.</p>
6.	<p>Field Onsite Inspection Reports. Consists of reports submitted by field representatives on the results of their onsite inspection of subdivisions.</p>	<p><i>file 6/22/78</i></p> <p>(1) Destroy the hard copy after the microfilm is checked and verified. (2) Destroy the microfilm copy ten years after termination of the Program.</p>
	<p>a. Record copies maintained in Policy Development and Control Division. These copies become part of the main filing (item 1 of this Schedule) and are microfilmed.</p>	
	<p>b. All other copies.</p>	<p>Destroy when two years old.</p>
7.	<p>Unregistered Development Files. Consists of completed questionnaires submitted by the field on unregistered developments, correspondence with the developer concerning whether</p>	

RECORDS DISPOSITION SCHEDULE

INTERSTATE LAND SALES REGISTRATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
7. cont.	registration is required, and temporary files set up until the developer's status (exempt or not) is determined.	
	a. Cases requiring filing for exemption or full registration. These cases become part of the main filing (item 1 of this Schedule) and are microfilmed.	(1) Destroy the hard copy after microfilm is checked and verified. (2) Destroy the microfilm copy ten years after termination of the Program.
	b. All other documents.	Destroy when three years old.
8.	Materials intended by developers to be Statements of Record, Property Reports, Amendments, Exemption Filings, or related material but which were deficient and had to be replaced with corrected material.	Destroy when two years old.
9.	Copies of receipts of funds received from developers and others, such as OILSR Form No. 1.	Destroy when three years old. (General Records Schedule 6, Item 4.)
10.	Field Representatives' Daily and Monthly Reports. Consists of reports on the daily activities of the Field Representatives (workload measurement). The daily reports are summarized in the monthly reports but kept for spot checking.	Destroy when two years old.

RECORDS DISPOSITION SCHEDULE

INTERSTATE LAND SALES REGISTRATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
11.	Congressional Correspondence. Consists of incoming and outgoing correspondence with Congressmen, their Staff, or Congressional Committees and related backup material.	
	a. Hard copies.	Destroy after microfilm is checked and verified.
	b. Microfilm copies.	Destroy ten years after termination of the Program.
12.	General Correspondence File. Consists of incoming general inquiries, general complaints and requests for property reports from the public and the outgoing replies.	Break file annually. Destroy when two years old.
13.	General Administrative or Housekeeping Files (such as budget and personnel). Consists of reference copies.	Destroy when superseded or no longer needed for reference purposes.
14.	Technical Reference File. Nonrecord copies of laws, regulations, directives, delegations of authority, policy statements, publications and related material used for reference.	Destroy when superseded or no longer needed for reference purposes.
15.	Record copies of speeches by officials of the Office of Interstate Land Sales Registration.	Destroy when three years old.

RECORDS DISPOSITION SCHEDULE

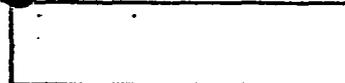
INTERSTATE LAND SALES REGISTRATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
16.	Record copies of documents relating to the development of legislative proposals, regulations, internal office operating procedures and studies, and delegations of authority.	Destroy when six years old.
17.	Records of public hearings on the Interstate Land Sales Registration Program. The hearings were held in late 1972 and early 1973 in various major cities. The Program was already in existence at the time the hearings were held. The hearings served as further justification of the need for the Program.	
	a. Sound recordings. Most are labeled as to city where record of hearing was made and date. Sound recordings for some cities may be missing.	PERMANENT. Offer to National Archives when the paper transcripts are offered (see item 17b(1) below).
	(Currently, 29 cassettes, one BASF tape, and three audiotapes of 1800 feet each have been found.)	
	b. Transcripts. There is no index to or summary of these transcripts.	

RECORDS DISPOSITION SCHEDULE

INTERSTATE LAND SALES REGISTRATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
17b. cont.	(1) Record paper copies. This is the set maintained in the Headquarters Policy Development and Control Division. (Approximately 4-1/2 cubic feet currently exists. There will be no further accumulation.)	PERMANENT. Offer to National Archives after these paper transcripts are microfilmed and the film is checked and verified.
	(2) All other (non-record) paper copies.	Destroy when no longer needed for reference purposes.
	(3) Microfilm copies.	Destroy when no longer needed for reference purposes.
18.	Interstate Land Sales Registration Automated System (System No. 79).	
	a. Data on drums and tapes of this Automated System.	Destroy upon termination of the Program.
	b. Weekly updated list of subdivisions (computer printout). This printout shows the complete record of each subdivision with updated transactions.	
	(1) Copy sent to Headquarters Policy Development and Control Division.	Retain the four weekly updated lists since the last monthly catalog report. When a new monthly catalog



RECORDS DISPOSITION SCHEDULE

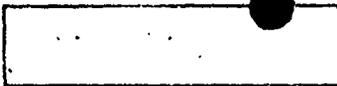
INTERSTATE LAND SALES REGISTRATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
18b(1). cont.		report is received, verify that the information on the four preceding weekly updated lists has been incorporated in the new monthly catalog report. Then destroy those four preceding weekly updated lists.
	(2) All other copies.	Retain the four weekly updated lists received since the last monthly catalog report. When a new monthly catalog report is received, destroy those four preceding weekly updated lists.
	c. Weekly error and control list (computer printouts). This printout lists those transactions not accepted by the System and shows additions and deletions. This printout is only sent to the Headquarters Policy Development and Control Division.	Destroy after correcting errors and verifying that the data has been entered into the System by checking the following printout.
	d. Monthly Catalog Report (computer printout). This printout shows the status of each file as of the date of the printout.	Destroy when following Monthly Catalog Report is received.

RECORDS DISPOSITION SCHEDULE

INTERSTATE LAND SALES REGISTRATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
13. cont.	e. Monthly Intermediate Status Aging Report (computer printout). This printout lists certain conditions needing follow-up.	
	(1) Copy in office of Director, Policy Development and Control Division.	Destroy when 18 months old.
	(2) All other copies.	Destroy after follow-up action taken.
	f. Quarterly Overdue Facilities Aging Report (computer printout). This printout shows overdue facilities needing follow-up.	
	(1) Copy in office of Director, Policy Development and Control Division.	Destroy when 18 months old.
	(2) All other copies.	Destroy after follow-up action taken.
	g. Quarterly Summary (computer printout). This printout is only sent to the Headquarters Policy Development and Control Division.	



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INTERSTATE LAND SALES REGISTRATION RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
18g. cont.	(1) State by State listing.	Destroy when 18 months old.
	(2) International listing (summary of States and foreign listings).	Destroy when no longer needed for long range planning and reference purposes.