

Ref NCO 9 May 79 KH

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO  NCL-207-79-8
DATE RECEIVED May 10, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
1-4-80 Date acting <i>James E. O'Neil</i> Archivist of the United States

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 Housing, Deputy Assistant Secretary--  
Single Family Housing

3. MINOR SUBDIVISION  
Office of Single Family Housing

4. NAME OF PERSON WITH WHOM TO CONFER  
William A. Rolfe, Director, Single  
Family Insured Housing Division

5. TEL. EXT.  
755-6887

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 24 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 3/29/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. DeWine</i>	E. TITLE Departmental Records Management Officer
--------------------	--	---

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 20</p> <p>Single Family Home Mortgage Insurance Program</p> <p>This schedule provides disposition instructions for all Departmental records relating to HUD's single family home mortgage insurance programs.</p> <p>The program responsibilities are outlined in Handbook 1130.1 Rev., Organization: Assistant Secretary for Housing--Federal Housing Commissioner, pp. 61-64 (Attached), dated 11/78 and Handbook 1171.1 Rev. 2, Area Office Organization, pp. 3-16 through 3-19, dated 1/78.</p>		

90 items

*Copy to ALL HZCS  
Request NDR  
X NDR  
Closed  
Out 1-25-80*

Old Disposal Authority	Old Retention Period	New Disposal Authority	New Retention Period	Net Difference in Number of Years (+ or -)	Mass Change	Cent Change
2225.6/1/23	Destroy after 5 years	2225.6/20/2	Destroy 6 years after final endorsement			X
2225.6/1/3A	Destroy after review is completed by the official designated to make an independent review.	2225.6/20/3A	Destroy after review is completed by the official designated to make an independent review.		X	
2225.6/1/3B1	Destroy 2 years after closing as noninsured.	2225.6/20/3B1	Destroy 2 years after closing as noninsured.		X	
2225.6/1/12	Destroy 6 years after settlement of complaint	2225.6/20/4	Destroy 6 years after settlement of complaint		X	
2225.6/1/16	Destroy after 3 months	2225.6/20/7	Destroy 3 months after processing actions are complete.			X
2225.6/1/23	Destroy when subdivision covered by the report has been fully developed but after first removing the following items and placing them in the tract data information file which is part of item 26b(9), Misc. Valuation Data File: Exhibits relating to sewage disposal and water supply when other than public systems are source of service; information on flood areas, etc.	2225.6/20/11	Destroy when subdivision covered by the report has been fully developed but after first removing the following items and placing them in the tract data information file which is part of item 13b(9), Misc. Valuation Data File: Exhibits relating to sewage disposal and water supply when other than public systems are source of service; and information on flood areas.		X	
2225.6/1/26A	Destroy after superseded or obsolete.	2225.6/20/13A	Destroy when superseded or obsolete.		X	

Old Disposal Authority	Old Retention Period	New Disposal Authority	New Retention Period	Net Difference in Number of Years (+ or -)	Mass Change	Center Change
2225.6/1/26B	Destroy after superseded or obsolete	2225.6/20/13B	Destroy when superseded or obsolete		X	
2225.6/1/26E1	Destroy after 5 years	2225.6/20/13E	Destroy 5 years following date of last commitment			X
2225.6/17/32A1	Retain	2225.6/20/1	Destroy thirty-six (36) years after the close of the calendar year in which endorsed.			X

Old Disposal Authority	Old Retention Period	New Disposal Authority	New Retention Period	Net Difference in Number of Years (+ or -)	Mass Change	Center Change
2225.6/1/2	Destroy after 5 years	2225.6/20/2	Destroy 6 years after final endorsement.			X

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
ADMINISTRATION

# TRANSMITTAL

2225.6 CHG

---

1. This Transmits:

New Records Disposition Schedule 20, Single Family Home Mortgage Insurance Records, for incorporation into Handbook 2225.6, "Records Disposition Management: HUD Records Schedules."

2. Explanation of Material Transmitted:

- a. This comprehensive schedule provides disposition instructions for the records generated during the conduct of the Department's single family home mortgage insurance activities. Most of these records were unscheduled in the past.
- b. This records disposition schedule is for all single family home mortgage insurance records currently produced and maintained in HUD offices. No such records will be retired to any Federal Records Center unless the appropriate item in this schedule is cited as the disposition authority.
- c. The disposition standards contained in this schedule should be applied to any earlier records retired over the year to any Federal Records Center in any contingent or unscheduled category.
- d. The following material from HUD 2225.6 Appendix 1 (dated 6/74), relating to the Single Family Home Mortgage Insurance Program has been incorporated in this Records Disposition Schedule 20, Single Family Home Mortgage Insurance Program Records, Items 2, 3a. and b., 12, 12-1, 12-2, 13, 16, 17, 20, 21, 23, 25, 26, 36, 44, 45, 46 and 54. From Appendix 17 (dated 6/74), item 32 and Appendix 20 (dated 6/74).
- e. All of Records Schedule 1, Covering Area and Service Office Records, will eventually be superseded by a series of functional records disposition schedules.

AMS: DISTRIBUTION: Wk-3-1, R-3-2, R-4-2, R-5-2  
SPECIAL (Direct by AMS)

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This schedule supersedes the following NARS jobs covering items formerly carried in HUD Records Schedule 1, Area and Insuring Office Records:</p> <p>NN-167-116, Approved June 16, 1967                      NN-169-93, " June 12, 1970                      NN-169-107, " June 12, 1970                      NN-169-126, " June 12, 1970                      NN-169-112, " June 30, 1970                      NN-175-125, " March 31, 1971                      NC-207-76-1 " Jan. 28, 1976</p> <p>It also supersedes NARS Job No. NN 170-25, approved 6/12/70, and NN-167-89, approved April 12, 1967.</p> <p>See conversion table below:</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN												
CONVERSION TABLE <i>[See job items for more precise conversions. R.A.W.]</i>															
	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>NEW HUD</u></td> <td style="text-align: center;"><u>HUD</u></td> <td style="text-align: center;"><u>HUD</u></td> <td style="text-align: center;"><u>HUD</u></td> </tr> <tr> <td style="text-align: center;"><u>SCHED. 20</u></td> <td style="text-align: center;"><u>SCHED. 1</u></td> <td style="text-align: center;"><u>SCHED. 17</u></td> <td style="text-align: center;"><u>SCHED. 20</u></td> </tr> <tr> <td style="text-align: center;">ITEM #</td> <td style="text-align: center;">ITEM #</td> <td style="text-align: center;">ITEM #</td> <td style="text-align: center;">ITEM #</td> </tr> </table>	<u>NEW HUD</u>	<u>HUD</u>	<u>HUD</u>	<u>HUD</u>	<u>SCHED. 20</u>	<u>SCHED. 1</u>	<u>SCHED. 17</u>	<u>SCHED. 20</u>	ITEM #	ITEM #	ITEM #	ITEM #		
<u>NEW HUD</u>	<u>HUD</u>	<u>HUD</u>	<u>HUD</u>												
<u>SCHED. 20</u>	<u>SCHED. 1</u>	<u>SCHED. 17</u>	<u>SCHED. 20</u>												
ITEM #	ITEM #	ITEM #	ITEM #												
	1	32													
	2														
	3a&b														
	4	12													
	12-1 (deleted- obsolete)														
	12-2														
	13														
	16														
	17														
	20														
	21														
	23														
	25														
	26														
	36														
	44														
	45														
	46														
	54														
		10													
		9													
	21 New Item														
	22 New Item														
	23 New Item														
	24 New Item														
	25 New Item														
	26 New Item														
	27 New Item														
	28a&b Systems (New Item)														
	29 System (New Item)														

3. Filing Instructions:

Remove:

Table of Contents, pages i and ii  
dated 6/74

Appendix 1, pages 1 and 2 dated 6/74  
pages 6 through 16  
dated 6/74

Appendix 17, pages 7, 8, and 9  
dated 6/74

Appendix 20, dated 6/74

Insert:

Table of Contents pages i  
and ii

Appendix 1 pages 1 and 2  
dated  
Pages 6 through 16 dated

Appendix 17, pages 7, 8,  
and 9 dated

Appendix 20, dated





Records Disposition Schedule 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

This schedule provides disposition instructions for the Single Family Home Mortgage Insurance Program records accumulating in Headquarters and Field Offices. Some of the records have been previously scheduled in HUD Records Schedule 1, Area & Insuring Office Records, Schedule 17, Management Division Records, and Schedule 20, Single Family Home Mortgage Insurance Records. Disposition instructions for general administrative records are found in the Administrative Records Schedule.

<u>Item No.</u>	<u>Description of Record</u>	<u>Disposition</u>	<u>Current Schedule and Item Nos.</u>
* 1.	Single Family Home Mortgage Insured Case Files--All programs. These are the official Departmental case binders sent by HUD Field Offices to the Headquarters Records Section, Office of Administrative Services, Administration.	Transfer to Federal Records Center as soon as possible after close of the calendar year in which endorsed. Destroy thirty-six (36) years after the close of the calendar year in which endorsed.	1/1 4 17/32a(1)
2.	Field Office Case Files (Proposed Construction Plans, Description of Material, and Inspection Reports). On proposed construction cases, these records are not filed in the insured case binder, but shall be retained 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.	Transfer to Federal Records Center after final endorsement, or anytime after final endorsement that volume warrants. Destroy 6 years after final endorsement.	1/2

\*

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
* 3.	Non-insured Case Binder Files	
	a. Non-insured case binder files on which Fee Credits have been Allowed. Included in this category are cases involving preliminary rejects, withdrawals, cancelled and expired commitments.	Destroy after review is completed by the official designated to make an independent review.
	b. Non-insured Cases on which no Fee Credits have been Allowed.	
	(1) Proposed Construction.	Transfer to Federal Records Center after expiration of reconsideration period. Destroy 2 years after closing as non-insured.
	(2) Existing Construction.	Destroy 2 months after expiration or cancellation of commitment, as verified from monthly report of expired case manifest, FHA Form 707, Report of Expired Commitments and Rejected Applications, provided by Headquarters, Office of ADP Operations, or 6 months after rejection of applications.

1/3a

1/3b(1)

1/3b(2)

(Six more typing lines left on this page)

\*

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
* 4.	Borrower's Complaint File. This is a confidential file of borrower's or other individual's complaint correspondence regarding construction deficiencies.	Transfer to Federal Records Center 1 year after settlement of complaint or when volume warrants. Destroy 6 years after settlement of complaint.

1/12

5	Unjustifiable Complaints, No Action. This file contains copies of complaints (originals are <del>sent</del> sent to builders), and correspondence between HUD and complainant.	Destroy from office when 1 year old.
---	--	--------------------------------------

1/12-2

(see more typing lines left on this page)

\*

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
* 6.	Construction Complaint Case History Card File is a record of action taken or pending on complaints from individuals purchasing homes subject to HUD insured mortgages.	Destroy from Field Office <del>after</del> 5 years, <del>no action is required.</del> after date of last action. [Amended by RW per SD 9/17/79]
7.	Reconsideration Status Record Cards. These cards show processing action in reconsidered cases.	Destroy 3 months after processing actions are complete.
8.	Case Routing Card Record File (Compliance Inspection Register Card) is a card index serving (1) as a current inventory of all cases in process in a unit, (2) as a tickler control for compliance inspection operations.	Destroy after rejection of case, completion of compliance inspection operations, or closing of the case.
9.	Docket Transfer Records. File contains records of each transfer, to the closing officer, of documents executed by the commissioner in advance of the actual settlement and to be delivered to the buyer of acquired property in exchange for cash payment. File includes card index and copies of letters of transmittal in connection with the deliveries of such instruments.	Destroy 1 year after delivery has been made and reported.

(cont on this page)

1/13

1/16

1/17

1/20

\*

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
* 10.	<p>Closed Case Card Record                      File consists of insured case record cards, FHA Form 9100.3, Mortgage Insurance Certificate, and FHA Form 2086B, Non-Insured Case Card.</p>	<p>Destroy 2 years after closing either by insurance or non-insurance.</p>
11.	<p>Subdivision Reports File. This case file is used for reference and includes regional land planning subdivision file, or information to facilitate evaluation of applications involving properties in particular subdivisions. Includes pertinent information on each processed subdivision including sewage disposal methods, established ratings of particular properties, mortgage insurance requirements, engineering plans, off-site escrows, related correspondence, etc. Includes, also, general land planning data for the file as a whole, such as HUD requirements for community water and sewage systems, neighborhood cost data on utilities, streets, and publications on principles of planning.</p>	<p>Destroy when subdivision covered by the report has been fully developed but after first removing the following items and placing them in the tract data information file which is a part of item 93b(9), Misc. Valuation Data File: Exhibits relating to sewage disposal and water supply when other than public systems are source of service; and information on flood areas.</p>

1/21

1/23

[RW per SD 9/10/79]

## APPENDIX 20

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
* 12.	Housing Market Report File includes copies of survey reports, sent to Headquarters, of economic survey of housing needs and markets.	Destroy when 5 years old, or after a new survey is made. <i>1/25</i>
13.	Technical and Miscellaneous Reference Files. Maintained to facilitate processing and appraisal of applications by providing relevant available technical, economic, architectural, legal and participant information. Included are such files as: <ul style="list-style-type: none"> <li>a. <u>Participant Files:</u> <ul style="list-style-type: none"> <li>(1) <u>Credit Control Binders.</u> Case Files of credit data on selected operative builder mortgagors.</li> <li>(2) <u>Quality Adjustment Records</u> card records of ratings given individual building contractors.</li> </ul> </li> </ul>	Destroy when superseded or obsolete. <i>1/26 a</i>
(Six more typing lines left on this page)		

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	(3) <u>Approved Mortgagee Card File--Index of Headquarters approved institutions and their authorized local agents.</u>	Destroy when superseded or obsolete. 1/26b
	b. <u>Economic Files:</u>	
	(1) <u>Construction Cost Data Files.</u>	
	(2) <u>Periodic Cost Report Files</u> --copies of monthly reports to Headquarters covering current construction costs in the field office area.	
	(3) <u>Real Estate Market Market and Expense Data by Community.</u>	
	(4) <u>Real Estate Capitalization</u> <del>Centralization</del> <u>Data File.</u>	
	(5) <u>Schedule of Values of Easily Removable Real Estate Items.</u>	[Rlu per SD 9/7/79]
	(Six more items listed on this page)	
	(6) <u>General Mortgage Credit Data File</u>	

## APPENDIX 20

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	(7) <u>Population Housing Statistics by Areas.</u>	
	(8) <u>General Economic Background File for special areas.</u>	
	(9) <u>Miscellaneous Valuation Data File.</u>	
	c. <u>Legal and Economic Files:</u>	Destroy when superseded or obsolete. 1/26c(1)
	(1) <u>Land Use Regulations, Taxation, and Assessment Policies File.</u>	
	d. <u>Technical Files:</u>	Destroy when superseded or obsolete. 1/26d
	(1) <u>Map and Plat Book File.</u>	
	(2) <u>Construction Material and Equipment Data.</u>	
	(3) <u>Bulletins on Special Methods of Construction.</u>	
	(4) <u>Established Construction Requirements and Standards File.</u>	

(Six more records left on this page)

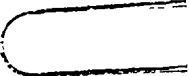


RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	<p>e. <u>Architectural Files:</u></p> <p>Established Architectural Report Files (2014d). This file includes plans, specifications and other relevant data on typical dwelling structures for which a number of applications are expected to be submitted.</p>	<p>Transfer to Federal Records Center 1 year following date of last commitment. Destroy 5 years following date of last commitment.</p>
14.	<p>Investigating Files of Accidents Occuring on Secretary-Held 1 to 4 Family Properties Involving Personal Injury and/or Property Damage (Excluding Multifamily and Home Mortgage Properties Operated as Rental Projects). A file will be opened for each accident and will contain detailed reports on the nature and cause of each accident occurring on Secretary-held properties in which personal injury and/or property damage are involved; the extent of</p>	<p>a. Destroy when 6 years old, if no claim is submitted. Transfer both file and claim to the Regional Counsel, immediately upon submission of claim. In case of claim submission, destroy 6 years case is closed.</p> <p>b. In case of claim submission, destroy 6 years case is closed.</p>

1/26e



1/36

[Amended by  
RLW per SD  
9/17/79]

\*

## APPENDIX 20

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	damage or injuries; the names and addresses of all witnesses (including signed statements, if available); reports of police, fire department or other municipal inspectors, if appropriate; a report by the management broker; and any other information which will aid in the determination as to whether HUD may be liable and the extent of damages.	
15.	Monthly Reports of Field Office Operations and Subsidiary Reports (Copies). These are nonrecord copies of various recurring reports summarizing the data on Insuring Office activity posted to the Daily Work Sheet, and inventory reports on projects.	Destroy 1 year after annual inventory of cases. <i>1/44</i>
16.	Weekly Report of Field Office Operations (Copy). This nonrecord report provides data on processing activities in more detail and at more frequent intervals than the Monthly Reports of Operations under Item. <i>15.</i>	Destroy after preparation of the monthly report of operations. <i>1/45</i>

\*

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
* 17.	Daily Work Sheet or Equivalent. File includes the recapitulation of Daily Work Sheet summarizing the basic actions posted to the Status Record Cards. These nonrecord controls are used in preparing recurring monthly reports.	Destroy after 6 months. <i>1/4/6</i>
18.	Supplementary Binder of Substitute Mortgagor, Form FHA 2210 Procedure. These files contain Form 2900 Applications with the required exhibits and signed or certified copies of purchase agreements which are required submissions for consideration of a substitute mortgagor. These are the papers remaining after Form FHA 2210 on an acceptable new borrower has been returned to the mortgagor.	Transfer to Federal Records Center immediately after the Form FHA 2210 has been sent to the mortgagee. Destroy when 3 years old. <i>1/5/4</i>
19.	Structural Defects Case File. (Section 518(a), (b), and (d)). This file is established to accommodate the processing of applications for financial assistance to repair or reimburse expenditures for defects in a property. <i>(left on this page)</i>	<i>20/10</i>

## APPENDIX 20

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	(a) Section 518 (a)	Transfer to Federal Records Center 1 year after completion of repairs. Destroy 6 years after completion of repairs.
	(b) Section 518 (b) and (d)	Transfer to Federal Records Center 1 year after all reviews by the American Institute of Architects, or any time after completion of AIA review that volume warrants. Destroy 6 years after completion of AIA review.
20.	Monthly and Quarterly Reports. File includes monthly and quarterly reports used for <del>informational</del> <sup>INFORMATIONAL</sup> and reference purposes.	Keep 3 latest reports, and destroy previous reports.
21.	Lenders' File. This file contains correspondence regarding servicing by approved lenders, audit reports, mortgagee review reports and copies of correspondence related to specific mortgagees.	Destroy when 3 years old.

20/9

New  
Item

\*

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

Item No.	Description of Records	Disposition	
22.	<p>Assignment Request Case File. This file <sup>relates to</sup> <del>is established from</del> requests from financially distressed mortgagors requesting assistance to avoid foreclosure on their homes. Includes all documents received from the mortgagee and mortgagor, all correspondence on the case, documentation of all telephone calls and conferences, Assignment Requests Case History Sheet (Form HUD 92210), and correspondence relating to the administration of the "Home Mortgage Assignment Program.</p>	<p>Transfer to Federal Records Center 1 year after final decision is announced to the mortgagee and mortgagor and case is closed. Destroy 3 years after final decision have been announced to the mortgagee and mortgagor and case is closed.</p>	New Item
23.	<p>Assignment Processing Control Log, Form HUD 92205. Log is maintained by each Field Office to insure that workload is closely maintained and assignments processed promptly. The assignments and processing actions are recorded daily, the log is used to prepare the Monthly Assignment Processing Report, Form HUD 92211, and other special reports as needed.</p>	<p>Maintain on an annual basis (i.e. a separate log for each fiscal year). Destroy when 3 years old.</p>	New Item
24.	<p>Monthly Assignment Processing Report, Form HUD 92111. This workload report <del>established</del> <sup>appearing</sup> consolidates information on the Assignment Processing Control Log, Form HUD 92205, includes requests for assignments and completed processing actions from mortgagors and mortgagees.</p>	<p>Destroy 3 years after completion of all legal and administrative actions.</p>	New Item
	<p>a. Consolidated and individual reports.</p>		

[Amended by RLW per SD 9/7/79]

[Amended by RLW per SD 9/7/79]

## APPENDIX 20

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

Item No.	Description of Records	Disposition	
* 25.	Accountability Reports. This report identifies HUD Field Offices and individuals charged with Home Mortgage Insurance case binders current and those held <del>for</del> over 30 days.	Keep 3 latest reports, and destroy previous reports.  [RLW per SD 9/7/79]	New Item
26.	Requests, transmittals and records of telephone requests for Single Family Home Mortgage Insurance case binders.	Destroy when 6 months old.	New Item
27.	Receipts for Certified Mail.	Use General Records Schedule 12, Item 5a. <del>Destroy when 2 years old.</del>	New Item
28.	Assistant Secretary for Housing--Federal Housing Commissioner machine-readable records and the related documentation required to service them.  a. Operational systems with long term fiscal, legal, and administrative requirements.	[Deleted by RLW per SD 9/7/79]	New Item

(5)

not on this page)

\*



## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	(c) Processing Files.	Scratch after fourth update cycle.
	(d) Master File	
	(1) Operational Systems in a processing mode.	Scratch 10 years after date of processing.
	(2) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active system.
	(e) Printouts and other output reports.	Destroy when superseded or obsolete, or when no longer needed for administrative reference purposes.

\*



RECORDS DISPOSITION SCHEDULE 20  
SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>Disposition</u>
*	2 HOUSING PROGRAMS SYSTEMS (F69)	
	(a.) Documentation File	Retire to Federal <del>Records</del> Center 1 year after <del>system</del> is eliminated from inven- tory of active systems. Destroy 3 years after system is eliminated from inventory of active systems.
	(b.) Input Documents	
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified.
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule.
	(c.) Processing Files.	Scratch after fourth update cycle.
	(d.) Master File	
	(1) Operational Systems in a processing mode	Scratch 5 years after date of processing.
	(2) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimina- tion from inventory of active systems. Destroy 3 years after system's elimination from inven- tory of active system.
	(e.) Printouts and other output reports.	Destroy when superseded or obsolete, or no longer needed for administrative reference purposes.

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
-----------------	-------------------------------	--------------------

\*

3. FIELD SUPPORT SYSTEMS (R17)

(a) Documentation File.

Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems.

(Six more typing lines left on this page)

(Six more typing lines left on this page)

\*

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	(b) Input Documents	
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy after data has been entered into system and verified.
	a. Form HUD 92068A, Single Family Default Monitoring System Status (Initial Case Data Report) and Form HUD 92068B, Single Family Default Monitoring System Status of Single Family Mortgages in Default.	Destroy after third update cycle.
	b. Form HUD 92068C, Single Family Default Monitoring System Distribution of Insured Mortgages Serviced and Delinquent.	Destroy after second quarter.
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with instructions in this schedule.
	(c) Processing Files.	Scratch after third update cycle.
	(d) Master File	
	(1) Operational Systems in a processing mode.	Scratch after third update cycle.
	(2) System eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from active systems.

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*		Destroy 3 years after system's elimination from active systems
	(e) Printouts and other output reports.	
	(1) Control set maintained in Single Family Default Monitoring Systems (SFMS) Control Center.	Maintain current and one preceding year in SFMS control center. Transfer to inactive file or to Federal Records Center when volume warrants. Destroy when 3 years old.
	(2) All other reference copies.	Destroy when superseded or obsolete.
	b. All other operational or superseded Assistant Secretary for Housing-Federal Housing Commissioner Systems including:	
	1. Acquired Home Property Disposition Summary (R12)	
	2. Appraisal and Statistical Collection (F30-A)	
	3. Congressional Reporting (F33)	
	4. Critical Path Processing (R-07)	
	5. Duration Reporting (F11) canceled, (Replaced by F33)	

\*

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
6.	Housing Operating Plan HOPS (F82)	
7.	Mortgage Insurance Statistical (F27) canceled.	
8.	Single Family Insurance Activities (F33)	
9.	Single Family Statistical Reporting (F31A, C)	
10.	Single Family Trends Data (F31D)	
11.	Ratio and Actuarial Reporting (F31G)	
12.	File Identification and County (FI/CO) Maintenance (F80)	
13.	Mortgagee Performance Monitoring (MPMS) (F81)	
14.	Insured and Terminated (F30B)	
15.	Default <sup>and</sup> Termination (F31E)	
16.	Homeownership Assistance and Recertification Application (HARAS) (F31F)	
17.	Management Information Reporting (MIRS) (F31I)	

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
*	Disposition instructions for these systems are:	
	(a) Documentation File.	Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems.
	(b) Input Documents	Destroy after data has been entered into system and verified.
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule.
	(c) Processing Files.	Scratch after third update cycle.
	(d) Master File	
	(1) Operational systems in a processing mode.	Scratch after third update cycle.
	(2) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems.

\*



2225.6 CHG

APPENDIX 20

RECORDS DISPOSITION SCHEDULE 20

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(e) Printouts and other output reports.	Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.
29	Administrative Support Systems (A08)	
	(a) Documentation File	Retire to Federal Records Center 1 year after system is eliminated from inventory of active systems. Destroy 3 years after system is eliminated from inventory of active systems.
	(b) Input Documents	
	(1) Copies of forms and reports intended to serve solely as inputs to the system.	Destroy 3 years after data has been entered into system and verified.
	(2) Documents that are part of official record files covered elsewhere in this schedule.	Destroy in accordance with relevant instructions in this schedule.
	(c) Processing Files	Scratch (erase) after update cycle.
	(d) Master File	
	(1) Operational systems in a processing mode.	Scratch after third update cycle.

*New Item*

## RECORDS DISPOSITION SCHEDULE 20

## SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(2) Systems eliminated from HUD's inventory of active systems.	Retire to Federal Records Center 1 year after system's elimination from inventory of active systems. Destroy 3 years after system's elimination from inventory of active systems.
	(e) Printouts and other output reports.	
	(1) Daily Charge Out Reports.	Destroy 3 years after close of calendar year involved.
	(2) Other Printouts and Output Reports.	
	a. Transaction Register, List of Case Binders, Received and Rejected Transactions and ADP Requests for Home Mortgage Insured Case File.	Destroy after monthly update is generated.
	b. Daily Inquiry Reports.	Destroy when 1 year old. <del>etc.</del>
	c. Case Binders Processed	Destroy 1 year after update is generated.
	(3) Microfiche copies of data extracted from Form FHA 9100.2, Mortgage Insurance Certificate.	Destroy 1 year after current year's update is completed.