Recd NCD 27Nov79

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Office of Finance and Accounting

3 MINOR SUBDIVISION
Mortgage Insurance Accounting

4 NAME OF PERSON WITH WHOM TO CONFER
Lloyd Stacy

5 TEL EXT
55647

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 _23_ 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.

[X] **B** Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/6/79	Robert E. Curlew	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
	Records Schedule 20		

Records Schedule 20

Single Family Home Mortgage Insurance Records

Insurance In Force (IIF) - Small Homes, F22. This system records, controls, and monitors more than 4.5 million home mortgage insurance records from time of insurance written to termination because of payment in full or default. The system also provides for calculation and preparation of annual premium billing and extraction of summary totals of mortgage amount, unpaid principal balance, acquired and unearned premiums for entry in the general books of accounts. There are 11 reels, 162 characters (block 10), and 9 tracks, inclusive dates 1959 to date.

Date: November 16, 1979   Date: 11-19-79

Program Concurrence: Legal Concurrence:

2/5/81
RWG

Program + Legal Concurrences Obtained for disposition change
11/6/80 + 12/15/80, respectively   11 items

Closed Out: 2-27-81: K.T.D
Copy Sent to Agency, NNR & NNF

.7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
*	Description of Records Disposition		
1.	Single Family Home Mortgage Insurance Program Automated Systems and the related documentation required to service them.		
	a. Newly established automated systems, not covered in this Records Disposition Schedule. Prepare Standard Form 115, Request for Records Disposition Authority to cover new automated system. Submit through appropriate Administrative Support or Housing Programs Systems Division to the Departmental Records Officer. Attach a copy of the record layout and the Glossary of Terms/General Purpose Format.		
	b. The following automated system is ~~"permanent."~~ *proposed for disposal after the periods of time specified:*		
	(1) Insurance In Force (IIF) Small Homes (F22).		
	~~(a)~~ System documentation: a copy of the record layout and glossary of terms, and a copy of all approved changes/revisions. ~~Permanent. Transfer a copy to the National Archives, together with a copy of the current master file.~~		WITHDRAWN
	(a) ~~(b)~~ System documentation maintained by HUD, including Official Record copy of all technical documents identified in HUD's ADP Documentation Standards manual. Destroy 3 years after system is eliminated from inventory of active systems.		

changes made per HUD action on NNR request. See background documents for HUD program & legal concurrence

RWCove
12/18/80
12/18/81
2/11/81

Four copies, including original, to be submitted to the National Archives

GPO 1975 0 - 579-387

.7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Description of Records Disposition		
	(b)		
	(ᵇ) Input Documents. Copies of forms and reports intended to serve solely as inputs to the system. Destroy after data has been entered into system and verified.		
	(c)		
	(ᶜ) Input Documents. Documents that are a part of official record files covered elsewhere in this schedule. Destroy in accordance with relevant instructions in this schedule.		
	(d)		
	(ᵈ) Processing Files. Initial, Intermediate or Valid Transaction Data. Scratch after third update cycle.		
	(e)		
	(ᵉ) Processing Files. Publication and Print Files. ~~Scratch after third update cycle.~~ ~~Apply provisions of General Records Schedule (GRS) 20, Items 20 and 21.~~ *Scratch after third update cycle.*		
	(g) Master Files. Copy of current master file. ~~Transfer a copy of current master to the National Archives immediately and future masters on an annual basis~~		WITHDRAWN
	(f)		
	(ᶠ) Master Files retained in HUD tape library. Scratch after third update cycle. Destroy final version of master 3 years after system is eliminated from inventory of active systems.		
	(g)		
	(ᵍ) Printouts and other output reports. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. *		

(handwritten left margin): per telecon w/ Bob Devlin pwz 3/11/81 Change made per HUD action on NNR request. See background documents for HUD program + legal concurrence.

	LEAVE BLANK
JOB NO	**HC1-207-80-3**

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

DATE RECEIVED

~~11-27-79~~

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	Archivist of the United States

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

2. MAJOR SUBDIVISION
Office of Finance and Accounting

3. MINOR SUBDIVISION
Mortgage Insurance Accounting

4. NAME OF PERSON WITH WHOM TO CONFER
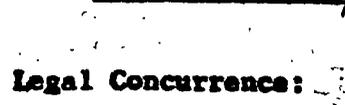Lloyd Stacy

5. TEL. EXT.
55647

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 **#3** 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/16/79	Robert Devlin	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
	Records Schedule 20		
	Single Family Home Mortgage Insurance Records		
	Insurance In Force(IIF) - Small Homes, F22. This system records, controls, and monitors more than 4.5 million home mortgage insurance records from time of insurance written to termination because of payment in full or default. The system also provides for calculation and preparation of annual premium billing and extraction of summary totals of mortgage amount, unpaid principal balance, accured and unearned premiums for entry in the general books of accounts. There are 11 reels, 162 characters (block 10), and 9 tracks, inclusive dates 1959 to date.		

Date: November 6, 1980   12-15-80

Date: November 16, 1979   Date: 11-19-79

Program Concurrence:

Legal Concurrence:

(Information Only)

(25-4 veR KDAE 211 3ACK mroF bre. 1012)