

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NC1-207-80-4

DATE RECEIVED
12-28-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-4-80 *June E. O'Neil*
Date acting Archivist of the United States

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

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

2 MAJOR SUBDIVISION
Government National Mortgage Association (GNMA)

3 MINOR SUBDIVISION
Office of Mortgage-Backed Securities

4 NAME OF PERSON WITH WHOM TO CONFER
Margaret P. Mercer
Administrative Officer, Room 6204

5 TEL EXT
755-5593

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 11/15/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</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
3.	<p align="center">RECORDS DISPOSITION SCHEDULE 64</p> <p>Mortgage-Backed Securities Certificates.</p> <p>All cancelled certificates are being microfilmed. The Department now proposes destruction of these temporary paper records, thus reflecting the fact that there is an active, approved, well-managed micrographics system in GNMA.</p> <p>Proposed disposition is:</p> <ul style="list-style-type: none"> a. Cancelled Paper Certificates. Destroy after film is received, verified and accepted. b. Microfilm copies of cancelled certificates. Destroy 6½ years after certificates are cancelled. <p>It is the policy of this Department to destroy all paper documentation that has been converted to some microform in accordance with the standards spelled out for an approved micrographics system. This Department has an affirmative "Department-wide Legal Opinion on Admissability of Microfilm," signed by HUD's General Counsel December 20, 1978.</p>	<p>NC1-207-76-6</p> <p><i>W. J. [Signature]</i></p> <p>Program Concurrence 12-18-79</p> <p><i>Maryn Shaguer</i></p> <p>Legal Concurrence</p>	

Copy to [unclear] dated Oct 1-8-80

2 items