

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

JOB NO	NCI-207-84-5
DATE RECEIVED	7-30-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 [Signature]	[Signature] 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 & Urban Development

2 MAJOR SUBDIVISION Assistant Secretary for Housing--  
 Federal Housing Commissioner

3 MINOR SUBDIVISION  
 Office of Single Family Housing

4 NAME OF PERSON WITH WHOM TO CONFER Alan J. Kappeler, Director Rm. 9278

5. TEL EXT 755-3046

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 2 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 7/26/84	D SIGNATURE OF AGENCY REPRESENTATIVE [Signature] Robert J. Devlin	E TITLE Departmental Records Management 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
	Records Disposition Schedule 20  Single Family Home Mortgage Insurance Program Records  This change reflects decisions reached during negotiations to lift the "HMI Freeze" on the destruction of 20,000 cubic feet of Field Office Single Family Home Mortgage Case Binders endorsed between January 1, 1972 and December 31, 1976. During this period, materials that were traditionally fastened on the right side of the official case files were removed from the binders and retired to the records center system for a six year retention period. This "split file" situation came about because of a decision to strip "unnecessary" documents (i.e., those on the right side of the binder) from each binder. Documents such as Waivers of Restriction, Encroachment Letters, Easement Letters, and underwriting reports were mistakenly identified as "unnecessary."  We have determined that these "split files" are actually an important part of the official Single Family Home Mortgage Insured Case Binders and should be scheduled accordingly (i.e., under HUD Records Disposition Schedule 20, item 1), so that they will be destroyed "...36 years after the close of the calendar year in which endorsed."	NARS Job No. NCI-207-79-8, approved 1-4-80.	2 items

Request for Records Disposition Authority - Continuation		JOB NO NCI-207-84-5	PAGE OF 2 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Therefore, we propose to modify item 1 of Schedule 20 to reflect the fact that these "split files" were never sent to HUD Headquarters, but rather were maintained in HUD field offices, and then transferred directly to GSA's nationwide system of records centers. Revised item 1 will read as follows:</p> <p>1. Single Family Home Mortgage Insured Case Files-- All Programs.</p> <p>a. Official Departmental case binders sent by HUD field offices to HUD Headquarters.</p> <p><u>Disposition:</u> 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. <u>No change in disposition instruction.</u></p> <p>b. Field Office Single Family Case Binders endorsed between January 1, 1972 and December 31, 1976. These so-called "split files" were transferred directly from HUD field offices to GSA's nationwide system of records centers.</p> <p><u>Disposition:</u> Destroy 36 years after the close of the calendar year in which endorsed. <u>New instruction.</u></p>		