

**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)

U.S. Department of Housing and 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

LEAVE BLANK

JOB NO

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*by 2784*  
*Date*

*Robert J. Devlin*  
*Archivist of the United States*

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 <u>Aug. 9, '84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> 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
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Records Disposition Schedule 20

Single Family Home Mortgage Insurance Program Records

1. This proposed revision to item 3 of HUD Records Disposition Schedule 20 applies the same disposition to proposed construction non-insured cases as now covers existing construction. It also deletes references to fee credits and reports which no longer exist. Since these cases are not insured and the period for reconsideration is expired, the Department has no need to retain these files. Revised item 3 reads as follows:

3. Non-insured cases. Includes both proposed and existing construction.

DISPOSITION: Destroy 2 months after expiration or cancellation of commitment or 6 months after rejection of applications.

NARS Job No. NC1-207-79-8, approved 1-4-80.

Program Concurrence & Date  
Alan J. Kappeler, Director,  
Office of Single Family  
Housing

Legal Concurrence & Date  
David E. Pinsky, Assistant  
General Counsel, Home Mort-  
gage Insurance

*Agency sent 9-10-84 by DMW.*

*1 item*

*changed per  
telecom w/  
C. Hutzell  
8/20/84*

*8/13/84*  
*Ed E. Pinsky*