

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-31-83-1
DATE RECEIVED	7-15-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-21-83 <i>Date</i>	<i>Patrick May</i> <i>Archivist of the United States</i>

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 Office of Administration	
3. MINOR SUBDIVISION Office Systems and Records Management Branch, AMSS	
4. NAME OF PERSON WITH WHOM TO CONFER Sadie R. Dixon	5. TEL EXT 755-5200

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 6/30/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	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

SINGLE FAMILY HOME MORTGAGE INSURANCE PROGRAM RECORDS

Single Family Home Mortgage Insured Case Files.

Terminated Case Binders for insured home mortgages, retired to the Washington National Records Center as part of Record Group (RG) 31.

Proposed disposition for such terminated cases: "Destroy 6 years after close of fiscal year in which terminated."

When HUD Records Disposition Schedule 20 (NARS Job No. NC1-207-79-8, approved 1-4-80) was processed, this standard was omitted because the procedures in place did not call for the screening of any terminated case files. However, our review of older records center holdings uncovered 5,271 cubic feet of terminated cases that will be eligible for immediate destruction upon approval of this request.

Specific RG-31 accessions covered by this request are: 68A402, 68A403, 68A743, 68A1130, 68A1394, 68A1562, and 68A1852, 66A2506, 66A2567, 66A2643, and 66A2674.

TOTAL CUBIC FEET PROPOSED FOR IMMEDIATE DESTRUCTION: 5,271.

MASS DATA CHANGE SHEET NOT REQUIRED

NCW + Agency Sent 7-25-83 by Dmw.