

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NC-207-87-2	DATE RECEIVED 3-4-87
1 FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Assistant Secretary for Housing-Fed. Housing Commissioner		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Insured Single Family Housing			
4 NAME OF PERSON WITH WHOM TO CONFER Leslie H. Graham, Jr.	5 TELEPHONE EXT 755-6820	DATE 6-16-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☐ is unnecessary

B DATE 1/8/87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i> Robert J. Devlin	D TITLE Departmental Records Management Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Request for immediate disposal authority for specific accessions of Single Family Insured Case Files.</p> <p>Departmental program and legal officials have determined that single family case files insured through 1967 may now be destroyed.</p> <p>This is a request for an exception to HUD Records Disposition Schedule 20, item 1.a.</p> <p>HUD has determined that a 12-year retention will meet the Department's needs for insured single family case files, with the exception of Section 235 cases. Legislation establishing the Home Ownership Assistance for Low and Moderate Income Families (Section 235) Program was enacted in 1968. HUD has determined that Section 235 cases must be retained for the life of the mortgage plus 6 years. However, some Section 235 cases are interfiled with all others in records center storage, and so cases dating from 1968 will require special handling. We will treat the post-1967 cases in a separate proposal.</p> <p>The following accessions, all from Record Group 31, are proposed for immediate destruction:</p> <p><i>Copy to agency + NC 6/17/87 R Wood</i></p>	NC1-207-84-5, item 1.a.	1 Item

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Accession Number</u></p> <p>031-66C2674 102</p> <p>031-66A2698 513</p> <p>031-66A2711 580</p> <p>031-68B0403 1</p> <p>031-72A5475 999</p> <p>031-72A6257 998</p> <p>031-72A7198 1,031</p> <p>031-72B7200 *031-72A7199 945 *1,318</p> <p>031-72A7201 1,005</p> <p>031-73-0001 906</p> <p>031-73-0003 644</p> <p>031-73-0004 912</p> <p>031-73-0006 985</p> <p>031-73-0008 579</p> <p>031-74-0013 142</p> <p><i>By Order</i> 11/1/87 11,318 cu. ft.</p> <p>12,636</p>		
<p><i>[Signature]</i> 1/14/87 <i>[Signature]</i> 1/15/87</p> <p>Alan Kappeler, HSS Date David E. Pinsky, GHH Date</p> <p>Director, Office of Assistant General Counsel,</p> <p>Insured Single Family Home Mortgage Insurance</p> <p>Housing</p>			