

REQUEST FOR RECORDS DISPOSITION AUTHORITY*(See Instructions on reverse)*TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Housing & Urban Development

2. MAJOR SUBDIVISION

Office of Housing

3. MINOR SUBDIVISION

Interstate Land Sales Registration Records

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Charles Patterson, RMLO/Pauline Grant 708-0826/708-1891

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-207-96-3

DATE RECEIVED

10-24-95

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

6/24/96

ARCHIVIST OF THE UNITED STATES

James W. Moore

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

10/19/95

SIGNATURE OF AGENCY REPRESENTATIVE

Joyce C. Hamm
Joyce C. Hamm

TITLE

Chief, Records & Directives Branch

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)RECORDS DISPOSITION SCHEDULE 68 - INTERSTATE LAND SALES
REGISTRATION RECORDS

The Interstate Land Sales Registration protects subdivision lot purchasers by requiring full disclosure and prohibiting fraudulent practices by land developers and promoters. HUD is responsible for administering the laws governing land sales registration. Legislation establishing the Interstate Land Sales Registration Program was enacted in 1968. The Interstate Land Sales Full Disclosure Act prohibits developers and their agents from selling or leasing, by mail or by other means of interstate commerce, any lot in any subdivision of 100 or more nonexempt lots unless two conditions are met: (1) A Statement of Record must be filed with HUD, containing full and current disclosure about the ownership of land, the state of title, physical characteristics, planned availability of roads services, utilities, and other matters. (2) A printed Property Report, the disclosure instrument provided for by the Act, must be delivered to each purchaser or lessee in advance of signing the contract or agreement.

VOLUME ON HAND: 800 cu. ft.
ANNUAL ACCUMULATION: 50 cu. ft.

(See attached pages)

Office of Housing

General Counsel

Inspector General

6-6-95
Date6/8/95
Date6-9-95
Date

RECORDS DISPOSITION SCHEDULE 68 - INTERSTATE LAND SALES
REGISTRATION RECORDS

This Schedule covers all records of the Interstate Land Sales
Registration Program maintained or created in HUD Headquarters.

Item No.	Description of Records	Disposition
1.	Main filing consisting of the Statement of Record (filing), Property Report, amendments, and Exemption Filings. All correspondence, documentation, exhibits, subpoenas, notice of hearings, public complaints concerning specific subdivisions, and related material pertaining to a developer's filing of land offered for sale or lease pursuant to the Interstate Land Sales Full Disclosure Act.	
a.	Hard copies (not microfilmed).	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job NC1-207-78-10, item 1a)
b.	Hard copies (microfilmed).	Destroy after microfilmed is checked and verified. <i>NC1-207-78-10/1a</i>
c.	Microfilm copies.	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job NC1-207-78-10, item 1b)

RECORDS DISPOSITION SCHEDULE 68 - INTERSTATE LAND SALES
REGISTRATION RECORDS

Item No.	Description of Records	Disposition
2.	History cards consisting of an individual record of property registered and actions taken.	
a.	Hard copies (not microfilmed).	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job NC1-207-78-10, item 2a)
b.	Hard copies (microfilmed).	Destroy after microfilm is checked and verified. NC1-207-78-10/2a
c.	Microfilm copies. These microfilm copies are placed in the same micro-jackets as the main filing (item 1b of this schedule)	Destroy 7 years after project's registration has been suspended or inactive. (NARA Job NC1-207-78-10, item 2b)
3.	Enforcement File containing supporting documentation for administrative proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act.	
a.	Hard copies (not microfilmed).	Destroy 7 years after resolution of administration proceedings. (NARA Job NC1-207-78-10, item 3a)

RECORDS DISPOSITION SCHEDULE 68 - INTERSTATE LAND SALES
REGISTRATION RECORDS

Item No.	Description of Records	Disposition
b.	Hard copies (microfilmed).	Destroy after microfilm is checked and verified. NC-207-78-10/3a
c.	Microfilm copies.	Destroy 7 years after resolution of administration proceedings. (NARA Job NC1-207-78-10, item 3b)
4.	Investigatory File containing supporting documentation for judicial proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act.	
a.	Hard copies (not microfilmed).	Destroy 7 years after resolution of judicial proceedings. (NARA Job NC1-207-78-10, item 4a)
b.	Hard copies (microfilmed).	Destroy after microfilm is checked and verified. NC1-207-78-10/4a
c.	Microfilm copies.	Destroy 7 years after resolution of judicial proceedings. (NARA Job NC1-207-78-10, item 4b)

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APPENDIX 68

RECORDS DISPOSITION SCHEDULE 68 - INTERSTATE LAND SALES
REGISTRATION RECORDS

Item No.	Description of Records	Disposition
5.	Materials intended by developers to be Statements of Record, Property Reports, Amendments, Exemption Filings, or related material but which were deficient and had to be replaced with corrected material.	Destroy when 2 years old. (NARA Job NC1-207-78-10, item 8)
6.	Copies of receipts of funds received from developers and others, such as Office of Interstate Land Sales Registration (OILSR) Form No. 1.	Destroy when 3 years old. (GRS 6, item 4)
7.	Record copies of documents relating to the development of legislative proposals, regulations, internal office operating procedures and studies, and delegations of authority.	Destroy when 3 years old. Formerly (NARA Job NC1-207-78-10, item 16)