

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. Dept. of Housing & Urban Development

2 MAJOR SUBDIVISION
 Region V, Chicago Area Office, Housing Division

3 MINOR SUBDIVISION
 Property Disposition Branch

4 NAME OF PERSON WITH WHOM TO CONFER
 Charles Betterton, Chief; or
 Robert J. Devlin, Dept'l RMO

5 TEL EXT
 312-353-6238

LEAVE BLANK

JOB NO

NC1-207-80-1

DATE RECEIVED

10-17-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-5-79 *James E. O'Heilo*
 Date Acting 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 10/11/79	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i>	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
18	<p>Single Family Property Disposition Case Binders Closed Cases 1 January 1973 through 31 December 1977</p> <p>Approximately 7,500 closed case binders, containing approximately 327,500 pages, all presently stored in the basement of HUD's Chicago Area Office, where the space situation is critical.</p> <p>This certifies that these temporary records have been microfilmed in accordance with all applicable standards set forth in 41 CFR 101-11.506. This active, 16mm roll/cartridge 3M Microdisc micrographics system is unique to HUD's Chicago Area Office. ^a Proposed disposition for paper version of closed case files is: "Destroyed after film is received, verified and accepted." ^b Proposed disposition for microfilm is: "Destroy 3 years after close of calendar year in which property is sold, or upon conclusion of any or all disputes, whichever is later." This Department has an affirmative "Department-wide Legal Policy on Admissibility of Microfilm," signed by HUD's General Counsel December 20, 1978.</p> <p>[Amended by R. Wire per R. Devlin, 10/22/79]</p>	NC1-207-79-13 (approval pending at NARS). Item 18	2 items

*Copy to
 Legation
 + SNE-C
 JE 11-8-79*

Background for NCI-207-80-1

Records Disposition Schedule 7 Approved 10/25/79

Records Relating to Property Disposition

(NCI-207-79-13)

Item
No.Description of RecordsDisposition

18.

Field Office Individual Property Files and Project Master Files Involving Properties Sold for All Cash (with or without insured mortgage financing) and the Residential Field Office Files Involving Properties Sold With Secretary-Held Mortgages.

These files relate to the acquisition, management, rental, operation, repair, and disposition of properties conveyed to or otherwise in the custody of the Secretary.

Transfer to a Federal Records Center (a) 1 year from the date of closing; or (b) upon conclusion of any or all disputes, whichever is later. A carefully prepared shelf list must be maintained for easy recall without delay in case the files are needed. NOTE: If the volume of sales activity warrents, files may be transferred to the Federal Records Center 6 months after sales closing, provided all post-closing complaints or disputes have been reconciled. Destroy 3 years after the close of the calendar year of sales closing or upon conclusion of any or all disputes, whichever is later.

19.

Property Acquisition Register (Form HUD-9501). This register provides a numerical listing of properties acquired by HUD and includes the FHA case number, address of the property, date acquired and date sale was closed.

Destroy 3 years after last sales closing entry.

20.

Sales Broker Non-discrimination Certification (Form HUD-9556). These certifications of non-discrimination are required of sales brokers participating in the sale of HUD-owned or Department of Defense Properties.

Destroy 1 year from date of execution or when superseded.

[R.W. per S.D.
10/15/79]