

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

-Rec'd NCO 201804

LEAVE BLANK	
JOB NO	
NC1-207-81-1	
DATE RECEIVED	
October 10, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-6-80 Date	<i>Robert J. Devlin</i> Archivist of the United States

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

Asst. Secretary for Administration

3. MINOR SUBDIVISION

Office of ADP Operations

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9/29/80	<i>Robert J. Devlin</i>	Departmental Records Mgmt. Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN															
	<u>DATA CONVERSION PROCESSING RECORDS FOR INSURANCE-IN-FORCE.</u>																	
	<table><thead><tr><th><u>Accession #</u></th><th><u>Description</u></th><th><u>Containers</u></th></tr></thead><tbody><tr><td>65A-2542</td><td>Insurance-In-Force-Homes Conversion of Card to Tape Procedures (Howard Holdbrook)</td><td>1 - 4</td></tr><tr><td>65A-2709</td><td>Insurance-In-Force-Conver- sion Totals(Mr. Starlnecker)</td><td>1 - 2</td></tr><tr><td></td><td>Conversion 2077's</td><td>3 - 7</td></tr><tr><td colspan="2">Total 11 Cu. Ft.</td><td></td></tr></tbody></table>	<u>Accession #</u>	<u>Description</u>	<u>Containers</u>	65A-2542	Insurance-In-Force-Homes Conversion of Card to Tape Procedures (Howard Holdbrook)	1 - 4	65A-2709	Insurance-In-Force-Conver- sion Totals(Mr. Starlnecker)	1 - 2		Conversion 2077's	3 - 7	Total 11 Cu. Ft.				
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*Closed Out: 11-10-80: R.T.D.  
Copies sent to NCH & Agency*