

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. Department of Housing and Urban Development

2 MAJOR SUBDIVISION

Housing

3 MINOR SUBDIVISION

Office of Interstate Land Sales Registration

4 NAME OF PERSON WITH WHOM TO CONFER

William Adams, HSSL, Room 4116

5. TEL EXT

755-6713

LEAVE BLANK

JOB NO

NC1-207-83-1

DATE RECEIVED

2-22-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-25-83
Date

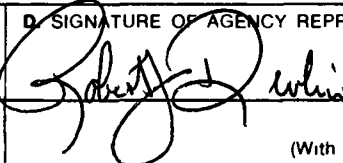
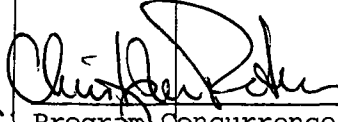

Mark W. King
Archivist of the United States

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 <u>2/17/83</u>	D SIGNATURE OF AGENCY REPRESENTATIVE 	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
1.c.	<p>Records Disposition Schedule 68</p> <p>Interstate Land Sales Registration Records</p> <p>This submission requests the addition of item 1.c. to HUD's Records Disposition Schedule 68. The Department routinely microfilms these main filing case files, but in the interest of economy, program officials have decided not to microfilm any cases with a pre-1976 date of last transaction. We therefore wish to add item 1.c., to read as follows: Case files with a pre-1976 date of last transaction.</p> <p><i>Transfer to NNDRC in annual increments based on date of last transaction.</i></p> <p>Destroy 15 years after date of last transaction.</p>	NC-1-207 78-10	<p> Program Concurrence</p> <p> Legal Concurrence</p>
MASS DATA CHANGE SHEET NOT REQUIRED			

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R. Berlin
2/23/83*

Copy to agency, 3-4-83; 68.

*115-107
Jared
2/28/83*

APPENDIX 68

RECORDS DISPOSITION SCHEDULE 68 (NCI-207-78-10)

INTERSTATE LAND SALES REGISTRATION RECORDS

* This Schedule covers all records of the Program created or maintained in the Headquarters or field locations.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	Main filing consisting of the Statement of Record (filing), Property Report, amendments, and Exemption Filings. All correspondence, documentation, exhibits, maps, 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.	Destroy after microfilm is checked and verified.
	b. Microfilm copies.	Destroy ten years after termination of the Program.
(Proposed change) 2.	c. Cases with a pre-1976 date of last transaction. History cards consisting of an individual record of property registered and actions taken.	Destroy 15 years after date of last transaction. Transfer to WNRC in annual increments based on date of last transaction.
	a. Hard copies.	Destroy after microfilm is checked and verified.
	b. Microfilm copies. These microfilm copies are placed in the same microjackets as the main filing (item 1b of this Schedule).	Destroy ten years after termination of the Program.

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