

# 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 and Urban Development

2. MAJOR SUBDIVISION

Office of Housing

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline Grant, Mgmt. Analyst  
Oliver Walker, RMLO, Housing

5. TELEPHONE

(202) 708-1891 x  
(202) 708-0614 x

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-207-051

DATE RECEIVED

2/14/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

297

114 11/11/04

ARCHIVIST OF THE UNITED STATES

Oliver Walker

## 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 \_\_\_\_\_ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<u>1/29/04</u>	<u>Carmelita Bridges</u>	<u>Acting Departmental Records Officer</u>

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>HUD Records Disposition Schedules</b></p> <p><b>Office of Housing</b></p> <p>The Department of Housing and Urban Development, (HUD) is updating Housing's Paper record schedules.</p> <p>The proposed new items will provide descriptions and dispositions for the new items which are being added to the Housing record schedules. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required.</p> <p>See the attached new descriptions of records and disposition instructions for these new items being added and also the items being deleted because the items are being performed electronically.</p>	<p><u>Don Zabel</u> <u>1/21/04</u></p> <p>Office of Housing</p>	
		<p><u>Many Dickin</u> <u>1-14-04</u></p> <p>Office of Inspector General, (OIG)</p>	
		<p><u>Sinthea M. Kelly</u> <u>1/22/04</u></p> <p>Office of General Counsel, (OGC)</p>	

115-109

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PREVIOUS EDITION NOT USABLE

(10/18/05)

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA  
36 CFR 1228

8/12/05 copies sent to Agency, NARA, NWS, NWD

**RECORDS DISPOSITION SCHEDULE 68 – OFFICE OF REAL ESTATE  
SETTLEMENT PROCEDURES ACT (RESPA) AND INTERSTATE LAND  
SALES REGISTRATION RECORDS**

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

<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	<b>Main Filing Case Files.</b> Consist of the Statement of Record (filing), Property Report, amendments, and Exemption Filing. 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)	<b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-96-3, item 1a)
	b. Microfilm copies.	<b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-96-3, item 1b)
	c. Electronic copies (record copy).	<b>Temporary.</b> Destroy seven years after projects registration has become inactive and all Administration proceedings has been resolved. (NARA Job N1-207-96-3, item 1c)

**2225.6 REV-1 CHG-  
APPENDIX 68**

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<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
2.	<b>Enforcement Case Files</b> contain supportive documentation for administrative proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act.	
	a. Hard copies (not microfilmed)	<b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-05-1, item 2a.)
	b. Microfilm copies.	<b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-05-1, item 2b.)
	c. Electronic copies. (record copy)	<b>Temporary.</b> Destroy seven years after projects' registration has become inactive and all judicial proceedings has been resolved. (NARA Job N1-207-05-1, item 2c.)

**2225.6 REV-1 CHG-  
APPENDIX 68**

**RECORDS DISPOSITION SCHEDULE 68 – OFFICE OF REAL  
ESTATE SETTLEMENT PROCEDURES ACT (RESPA) AND  
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<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
3.	<b>Investigatory Case Files</b> contain supporting documentation for judicial proceedings against developers for violation of the Interstate Land Sales Full Disclosure Act	<b>Temporary.</b> Destroy seven years after project's registration has become inactive and all judicial proceedings resolved. (NARA Job N1-207-05-1, item 3a.)
	a. Hard copies (not microfilmed).	<b>Temporary.</b> Destroy after verifiable conversion to electronic format. (NARA Job N1-207-05-1, item 3b.)
	b. Microfilm copies.	<b>Temporary.</b> Destroy seven years after projects registration has become inactive and all judicial proceedings has been resolved. (NARA Job N1-207-05-1, item 3c.)
4.	<del>Copies of receipts of funds received from developers and others, such as Office of Interstate Land Sales Registration (OILSR) Form No. 1.</del>	<b>Temporary.</b> Destroy when three years old. (GRS 6, item 4)

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<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
5.	<del>Record copies of documents relating to the development of legislative proposals, regulations, internal office operating procedures and studies, and delegations of authority.</del>	<b>Temporary.</b> Destroy when three years old. (NARA Job NC1-207-96-3, item 7)
6.	<del>General Correspondence File. Consists of incoming general inquiries, general complaints and requests for property reports from the public and the outgoing replies.</del>	<b>Temporary.</b> Break file annually. Destroy when two years old. (NARA Job NC1-207-78-10, item 12)
7.	<del>General Administrative or Housekeeping Files (such as budget and personnel). Consists of reference copies.</del>	<b>Temporary.</b> Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 13)
8.	<del>Technical Reference File. Nonrecord copies of laws, regulations, directives, delegations of authority, policy statements, publications and related material used for reference.</del>	<b>Temporary.</b> Destroy when superseded or no longer needed for reference purposes. (NARA Job NC1-207-78-10, item 14)
9.	<del>Record copies of speeches by program officials.</del>	<b>Temporary.</b> Destroy when three years old. (NARA Job NC1-207-78-10, item 15)

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<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
10.	<b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of Records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	<b>a. Copies that have no further administrative value after the recordkeeping copy is made.</b> Includes copies maintained by individuals in personal directories, on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<b>Temporary.</b> Destroy/delete within 180 days after the recordkeeping copy has been produced.
	<b>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</b>	<b>Temporary.</b> Destroy/delete when dissemination, revision, or updating is completed.