

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC 1 207 78 4

DATE RECEIVED

21 NOV 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-30-77 *James R. Clodfelter*
Date 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

Assistant Secretary for Administration

3. MINOR SUBDIVISION

Office of Finance and Accounting

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

John Mastrandone, room 3218

755-5237

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 3 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	
9/29/77	<i>Robert J. Devlin</i> Robert J. Devlin	Management Analyst	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
74.	The Department of Housing and Urban Development desires to revise the retention periods for items 74, 75, 76, 78-1, and 78-2 of HUD Records Schedule 12, Comptroller Records, Multifamily Mortgages. A copy of the items, as presently worded, is attached. The proposed revisions are as follows: <u>Comptroller's Dockets on Insured Project Mortgages</u> <u>Proposed Disposition:</u> Transfer to Federal Records Center at close of fiscal year in which Secretary's interest is liquidated. Destroy six years after close of fiscal year in which Secretary's interest is liquidated.	NN-167-61	
75.	<u>Legal Dockets, Debenture Issued File, and Excess Income Dockets.</u> (a) <u>Legal Dockets.</u> The dockets on which the Secretary holds the mortgage or has title to the property under multifamily housing sections of the National Housing Act contain the original and copies of legal instruments.		

105-107
Sent to agency. NNF & NCW - 1/9/78

9 items

STANDARD FORM 115

Revised April, 1975

Prescribed by General Services
Administration
FPMR (41 CFR) 101-114

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75. (cont.)	<p><u>Proposed Disposition:</u></p> <p>Transfer to the Federal Records Center at close of fiscal year in which Secretary's interest is liquidated. Destroy six years after Secretary's interest is liquidated.</p> <p>(b) <u>Debenture Issued File.</u> The Comptroller's Docket becomes the Debenture Issued File upon the assignment of the mortgage to the Secretary. In addition to the material maintained in the Comptroller's Docket prior to assignment, the Debenture Issued File contains the application for debenture and debenture worksheets.</p> <p><u>Proposed Disposition:</u></p> <p>Transfer to Federal Records Center at close of fiscal year in which Secretary's interest is liquidated. Destroy six years after Secretary's interest is liquidated.</p> <p>(c) <u>Excess Income Dockets.</u> The Excess Income Docket contains the monthly report of Excess Income, correspondence dealing with Excess Income, and Interest Reduction Payment Contract.</p> <p><u>Proposed Disposition:</u></p> <p>Transfer to Federal Records Center when two years old. Destroy when eight years old.</p> <p>1</p>		
76.	<p><u>Broker's Contracts, Broker's Monthly Reports, and Correspondence Relating to Properties Conveyed to the Secretary.</u></p> <p><u>Proposed Disposition:</u></p> <p>(a) <u>Broker's Contracts, Correspondence, and Field Audit Reports.</u></p> <p>Transfer to Federal Records Center one year after close of fiscal year in which Broker's Contract terminates. Destroy six years after termination of Broker's Contract.</p>		

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76. (cont)	(b) <u>Broker's Monthly Reports.</u> Transfer to Federal Records Center every six months. Destroy when six years old.		
78-1.	<u>Fire, Casualty, and Fidelity Insurance Policy Files, with Related Correspondence.</u> (a) Files relating to Secretary-held mortgages. Destroy three years after expiration of policy. (b) Files relating to Secretary-owned properties. Destroy three years after expiration of policy.		
78-2.	<u>Audit Reports of Broker's Operations.</u> These reports contain information and data pertaining to the audit of books and records of brokers managing properties owned by the Secretary. Also included is correspondence pertaining to the audit. None of these reports involve embezzlement. <u>Proposed Disposition:</u> Transfer to Federal Records Center three years after the close of the fiscal year following the date of audit. Destroy six years following the date of audit.		



OFR Group Concurrence



Legal Concurrence

Date

Date