

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1 207 77 2
DATE RECEIVED	20 MAY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-23-77 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Federal Insurance Administration

2. MAJOR SUBDIVISION
Office of Financial & Administrative Management

3. MINOR SUBDIVISION
Information Systems and Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
John C. Babcock *John C. Babcock*

5. TEL. EXT.
426-0015

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. SAMPLE OR JOB NO.	10. ACTION TAKEN
4/29/77	<i>Robert J. Devlin</i>	Management Analyst, OMI: AmSP		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
	<p>HUD desires to change the previously approved disposition item 9, Records Schedule 63, Federal Insurance Program. The new disposition instructions are as follows:</p> <p>Riot Reinsurance Division original copy of Standard Reinsurance contract as executed annually with each reinsured company. This file includes the acceptance letter by the company, a copy of the executed Reinsurance Contract, a copy of the invoice of the advance premium paid by the company, the figures submitted for adjustment of the reinsurance premium after the expiration of the contract, the computation sheet, copy of the additional premium invoice or refund voucher, transmittal letters and other correspondence concerning each contract. Transfer to Federal Records Center when 3 years old. Destroy when 10 years old.</p> <p>Volume, retention period, and distribution of these materials does not justify the expense involved in conversion of these materials to microfilm.</p> <p>Volume on Hand: 40 cu ft. Annual Accumulation: 4 cu ft.</p>			
	<p><i>K. H. Sauerbrunn</i> K. H. Sauerbrunn Assistant General Counsel for Land Sales, Insurance and Disaster Assistance</p>		5/11/77	

Sent to agency and all FRC's - 5/25/77