

Rec'd NCO 20 Oct 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
	NCL-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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 <u>9/29/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Devlin</i>	E. TITLE Departmental Records Mgmt. Officer
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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 border="1"> <thead> <tr> <th>Accession #</th> <th>Description</th> <th>Containers</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-Conversion 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"></td> <td>Total 11 Cu. Ft.</td> </tr> </tbody> </table>	Accession #	Description	Containers	65A-2542	Insurance-In-Force-Homes Conversion of Card to Tape Procedures (Howard Holdbrook)	1 - 4	65A-2709	Insurance-In-Force-Conversion 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 NCR & Agency