

11 7 Dec 81

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-207-82-1	
DATE RECEIVED	
December 3, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-21-81 Date	<i>[Signature]</i> Archivist of the United States

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  
Administration, Office of Finance and Accounting

3 MINOR SUBDIVISION Mortgage Insurance Accounting, Insurance  
Division, Title I Branch,

4 NAME OF PERSON WITH WHOM TO CONFER  
Robert H. Merson, Room 3156

5 TEL EXT  
755-5163

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 15 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 11-30-81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert J. Devlin	E. TITLE Departmental Records Management 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
	<p>HUD RECORDS SCHEDULE 12</p> <p>COMPTROLLER RECORDS</p> <p>This is a request to revise items 47, 50, 51, 54, 58 and 61-1 of HUD Records Schedule 12 dated 6/74.</p> <p>HUD proposes to microfilm the documents covered by these items, to destroy the paper once the film has been checked and verified, and to revise the disposition language of these items accordingly.</p> <p>This certifies that the records described in the items will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Since this revision meets the requirements of the <u>GAO Manual for Guidance of Federal Agencies, Title 8--Records Management (Chapter 1, Section 4.6)</u>, separate GAO clearance is not required.</p> <p><b>MASS DATA CHANGE SHEET ATTACHED; PLS MAKE PEN + INK CHANGES IN MANUAL; PRINTED CHANGE NOT AVAILABLE W/IN 3 MOS.</b></p>		12 items

RECORDS SCHEDULE 12

COMPTROLLER RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
47.	<p>Insured Loss Record - Title I Reserves <del>of 1947 and 1950</del>. Reserves are set up on the basis of a stated percentage of all loans registered for insurance during the period covered by the reserve. Claims for losses are payable only within the limitation of the insured's reserve balance. <del>The 1947 Reserve was of a specific duration, and liability for the payment of claims ends on a determinable date.</del> The 1950 Reserve is an indefinite period reserve; it has no fixed terminal facilities. The subject item represents a detailed record, by approved institutions, of claims paid and chargeable against their respective reserve balances. The 10 year retention period is related to the prescribed basis for the current adjustment of each approved institution's reserves.</p> <p>a. Hard copies</p> <p>b. Microfilm copies and hard copies. <u>NOT</u> microfilmed.</p>	<p>Destroy after microfilm is checked and verified.</p> <p><del>Destroy 1947 Reserve on July 1, 1968.</del></p> <p><del>DESTROY</del> <del>1950 Reserve</del> 10 years after the close of the fiscal year, involved.</p> <p><del>Transfer 1947 Reserve to Federal Records Center 1 year after close of fiscal year involved.</del></p> <p><del>RETIRE</del> <del>1950 Reserve</del> to Federal Records Center 3 years after close of fiscal year, involved.</p>

ALL GEN & IN'S  
CHANGES BY  
Gobert J. Parker 11/30/81

Item  
No.

Description of Records

Disposition

50.

Title I Monthly Statement and Reconciliation (1950 Reserve). This item is comparable to Item 47 except that it relates to loans registered for insurance on and after March 1, 1950. The monthly statements serve as the source document for information upon which assurance of insurance registry is determined and an eight-year office retention period for the statements is required.

- a. Hard copies
- b. Microfilm copies and hard copies  
NOT microfilmed.

Destroy after microfilm is checked and verified.

Retire to Federal Records Center 8 years after close of the fiscal year. Destroy 15 years after the close of the fiscal year.

51.

Application - Voucher, Title I (Original) (Form FH-7). This is a dual-purpose form: (a) it serves as an application by an approved institution for reimbursement of loss sustained on defaulted Title I loans, and (b) it is used as a voucher in support of the disbursement in payment of the claim. This is an original - the only official record of the claim.

- a. Hard copies
- b. Microfilm copies and hard copies  
NOT microfilmed.

Destroy after microfilm is checked and verified.

Retire to Federal Records Center 5 years after the close of the fiscal year involved. Destroy 6 years and 3 months after the close of the fiscal year.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
54.	Listings of Paid Renewal Premiums - Title I. Represents the monthly tabulated listings of paid renewal premiums and is used as a reference in refunding unearned insurance charges on refinancing of loans where the terms exceed 42 months and refunding insurance charges on loans that are ineligible for Title I financing.	
	a. Hard copies	Destroy after microfilm is checked and verified.
	b. Microfilm copies and hard copies <u>NOT</u> microfilmed.	Retire to Federal Records Center 5 years after the close of the fiscal year. Destroy 10 years after the close of the fiscal year.
58.	Title I Defaulted Loan Accounts (Closed by Payment in Full or by Compromise Settlement). Account cards reflect all debit and credit transactions affecting the Title I defaulted loan account and, pending close out, support the controlling account in the general ledger. The subject item represents accounts which have been paid in full, or closed by compromise settlement, by acquisition of property by HUD or have been cancelled or repurchased by the institution after having been set up.	
	a. Hard copies	Destroy after microfilm is checked and verified.
	b. Microfilm copies and hard copies <u>NOT</u> microfilmed.	Destroy 6 years after payment in full, closing by compromise settlement, by cancellation or repurchase by the insured institution, or by acquisition of the property by HUD. Retire to Federal Records Center 1 year after the close of the fiscal year during which the account was paid in full, closed by compromise settlement, by cancellation or

Item  
No.

Description of Records

Disposition

61-1

Renewal Statement and Billing Reconciliation - Title I. This item is comparable to Item 50 except that it relates to monthly reconciliation of renewal premium billings on long term Title I loans (exceeding 42 months).

a. Hard copies

repurchase by the insured institution, or by acquisition of the property by HUD.

Destroy after microfilm is checked and verified.

b. Microfilm copies and hard copies  
NOT microfilmed.

Retire to Federal Records Center 8 years after the close of the fiscal year. Destroy 15 years after the close of fiscal year.