

CHAPTER 3. SUBMISSION, RETENTION, RETIREMENT AND
DISPOSAL OF SINGLE FAMILY HOME MORTGAGE CASE BINDERS

- 3-1. SUBMISSION OF NEWLY-INSURED CASE BINDERS. Upon completion of insurance endorsement, Field Offices shall submit active SFMI case binders to the Single Family Records Section, Headquarters, Room B-264, for processing. The following procedures will be used when preparing Single Family Case Binders (file folders) for transmittal to the Single Family Records Section.
- a. Stamp or print the entire case number in large numbers on the file folder tab, including that portion of the number that identifies the field office, e.g., 051-3399963. (See Appendix 3).
 - b. Stamp or print the endorsement date on outside front cover of file folders.
 - c. Do not ship Section 235 cases to Washington. They must be held in the Field Office for the entire retention period (See HUD Records Disposition Schedule 20, item 1c(1)).
 - d. Case binders must be shipped in standard Federal Records Center (FRC) storage cartons. These cartons can be acquired from your local supply representative. Do not use mail sacks or envelopes unless you are returning case binders that have been retrieved from Headquarters.
 - e. Stamp or print the Field Office identification number and year of endorsement on one of the outside end panels of each carton, e.g., 413/91, indicating the Columbus, Ohio Field Office and the year 1991.
 - f. Place folders in numerical order in each box. Pack these legal-size folders the 15-inch way facing the left of the carton. The unstapled 12-inch side of the carton is the front. If the carton is not stapled, the front is the 12-inch side to the right of the side the legal-size folders are facing.
 - g. Do not mix folders of different years in the same box.
 - h. Do not return old folders retrieved from the Headquarters with newly endorsed case binders.

- i. After each folder has been properly stamped and placed in numerical order inside the FRC carton, prepare a listing of all folders inside each carton in the same numerical order. The listing should include only the folders that are in that particular carton. For example, if you are sending seven cartons of folders, there should be seven different listings.
- j. This listing must be made on Form HUD 143, Newly Insured Case Binder Shipping List (See Appendix 4). The entire case number (including the Field Office identification number) and the month and year of endorsement must be listed for each case on the HUD-143 because this Form will be used for computer data entry. Place one readable copy of the completed HUD-143 inside the appropriate carton on top of the folders.
- k. FRC cartons should be shipped as soon as possible after cases are endorsed, by the most economical means to:

Department of Housing and Urban Development
Single Family Records Section
451 Seventh Street, S.W., Room B-264
Washington, D.C. 20410

- 3-2. SECTION 235 CASES. Section 235 case binders endorsed beginning in 1987 will be screened and maintained in originating Field Offices. They must be held in Field Office storage for the entire retention period. Do not send Section 235 cases to the Records Section.
- 3-3. RETENTION OF SINGLE FAMILY CASE BINDERS. Newly endorsed SFCB's are no longer retained at the Headquarters for two years. Because of a shortage of storage space they are now transferred to the Washington National Records Center (WNRC) immediately after processing upon receipt, as outlined below. The Single Family Records Section now has an automated system for tracking, controlling and monitoring single family case binders, referred to as the Case Binder Tracking System (CBTS). Field Offices begin the process by preparing and forwarding the Form HUD-143, Newly Insured Case Binder Shipping List. This is why it is extremely important that the procedures outlined in paragraph 3-1 (a thru k) above, be fully complied with. The following are event cycles within the automated system:

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- a. Receive boxes of newly endorsed SFCB's from Field Offices.

- b. Compare the Form HUD-143 with the contents of the box to insure that all SFCB's are included and are properly numbered.
- c. Assign a box number and accession number to each box.
- d. Enter the appropriate information into the automated system to facilitate locating and retrieving.
- e. Transfer boxes of SFCB's to the Washington National Records Center in Suitland, Maryland for storage.
- f. Receive requests for SFCB's from users in the Headquarters, Field Offices. etc., on Form HUD-60, Request for Single Family Case Binders, and by telephone, etc.
- g. Determine location, box number, and accession number and make request to the WNRC on Form HUD-766, in an expeditious manner. Update the tracking system to show charge-out.
- h. Receive SFCB's from the WNRC, compare them to the requests to ensure accuracy, and forward them to the requestors.
- i. SFCB's returned from requestors are properly noted in the tracking system and returned to the WNRC with other refiles.

3-4. RETIREMENT AND DISPOSAL OF SFCB'S. The Authority for the retirement and disposal of all SFCB's received in the Headquarters is assigned to the Single Family Records Section. No other office shall destroy a SFCB.

- a. SFCB's will be transferred to the WNRC in accordance with procedures outlined in Chapter 6, HUD Handbook 2228.1, Records Disposition Management.
- b. SFCB's will be disposed of in accordance with disposition instructions contained in Items 1a, b, and c, Appendix 20 of HUD Handbook 2225.6, HUD Records Disposition Schedules. Presently, SFCB'S, other than Section 235 cases, are scheduled to be destroyed twelve (12) years after close of the calendar year in which endorsed.