

## CHAPTER 2. RESPONSIBILITIES

- 2-1. THE DIRECTOR, OFFICE OF MANAGEMENT, ASSISTANT SECRETARY FOR HOUSING-FEDERAL HOUSING COMMISSIONER, as part of his/her Records Management responsibility, shall be responsible for the development, revision, review and evaluation of major policies governing the receipt, storage, transfer, and maintenance and control of SFMI case binders, as set forth in this Handbook.
- 2-2. THE DIRECTOR, OFFICE OF ADMINISTRATIVE AND MANAGEMENT SERVICES, ASSISTANT SECRETARY FOR ADMINISTRATION, shall be responsible for administering a program for the retirement to and retrieval of all HUD records, as appropriate, from the Federal Records Centers, including SFMI case binders, as part of the records disposition program.
- 2-3. THE CHIEF, SINGLE FAMILY RECORDS SECTION, OFFICE OF MANAGEMENT, HOUSING, shall be responsible for implementing internal operating procedures necessary to accomplish the receipt, maintenance, retirement, retrieval, transfer and control of all SFMI case binders and records while they are in the physical possession of the Records Section. In addition, he/she shall be responsible for providing information from the inventory control data bank to prime users and maintaining accountability for charged-out case binders.
- 2-4. RESPONSIBILITY OF FIELD OFFICES
- a. The Director, Administrative Services Division (ASD) or Administrative and Management Services Division in the Regional Office is responsible for providing to the Single Family Records Section in Headquarters a listing of a limited amount of personnel in the Regional Headquarters who shall be the primary liaisons for the Regional Offices. Responsibilities of liaison personnel include: preparing Form HUD-60, Request for Single Family Case Binders (See Appendix 1) and forwarding them to the Headquarters; receiving the SFCB's from the Headquarters; providing administrative controls for SFCB's while in the Regional Office or when in the possession of non-HUD officials; and returning SFCB's with Form HUD-766 enclosed (See Appendix 2), after they have served the purpose for which

of SFCB's to an office other than the requesting office should be held to a minimum and should be reported to the Single Family Records Section in Headquarters, to maintain accountability.

- b. The Administrative Officer, in Field Offices, shall have the same responsibilities in their offices as described for the Director, ASD for Regional Offices (para. 2-4a) above.
- c. Individual Using Offices. It is the responsibility of each using office to safeguard case binders and prevent their loss, destruction or access by unauthorized individuals. Each office shall maintain a list of all case binders sent to non-HUD personnel and shall be responsible for keeping track of these case binders. The list shall be sent to the Director, ASD or to the Administrative Officer in Field Offices once a month. All folders not in use shall be immediately returned to the Director, ASD or the Administrative Officer in Field Offices and subsequently forwarded to the Records Section at Headquarters.

- 2-5. RESPONSIBILITY OF HEADQUARTERS COMPONENTS. With few exceptions, each Headquarters component (Prime Users) shall designate one individual as primary liaison who shall be responsible for requesting case binders from the Records Section, controlling the case binders while in their possession, and returning the case binders to the Records Section. All requests for case binders shall be given to the designated person and he/she shall be the sole requestor of case binders from the Records Section.

In situations where various Divisions, Branches, and Sections require continuous and heavy utilization of case binders in the performance of their duties (e.g., OFA), and one liaison person cannot properly service the office needs and perform his/her regularly assigned duties, the office may designate additional persons for Divisions, Branches, and Sections as may be required to expedite retrieval of case binders and for satisfactory case binder control.

Liaison persons shall be responsible for monitoring case binder accountability reports and assuring that case binders In the possession of his/her office over 30 days are still being used by the office.