

U.S. Department of Housing and Urban Development

H O U S I N G

Special Attention of:
Regional Administrators

Transmittal Handbook No.: 2226.1 REV-1

Field Office Managers

Issued: 7/91

1. This Transmits

Handbook 2226.1, Single Family Mortgage Insurance Case Binder Submission, Maintenance and Control, Transfer, and Retrieval.

2. Explanation of Material Transmitted

This handbook establishes policies and procedures for the submission, receipt, maintenance, retrieval, transfer and administrative control of Single Family Mortgage Insurance Case Binders.

3. Filing instructions

Remove:

Insert

Handbook 2226.1 dated
2/77

Handbook 2226.1 REV 1
dated 7/91

Assistant Secretary for Housing-Federal Housing
Commissioner

W-3-1, W-2(H), W-3(H)(ZAOO)(OGC), W-4(H)(OGC), R-1,

R-2, R-3, R-3-1(H)(RC), R-3-2, R-3-3, R-6, R-6-1,

R-6-2, R-7, R-7-1, R-7-2, R-8, R-8-1

HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-1 Bulk shipment to Regional Offices for selective
distribution by program area

R-3-2 Directors, Administrative Services Divisions and

Administrative and Management Services Divisions, and
Administrative staffs

- R-3-3 Category D offices - bulk
- R-6 Category A offices - Office Managers and Deputy Office
Managers
- R-6-1 Category A offices - bulk
- R-6-2 Category A offices - Division Directors
- R-7 Category B offices - Office Managers and Deputy Office
Managers
- R-7-1 Category B offices - bulk
- R-7-2 Category B offices - Division Directors
- R-8 Category C offices - Office Managers and Deputy Office
Managers
- R-8-1 Category C offices - bulk