EXAMPLES OF DETAILED RECORDS INVENTORY LISTINGS
APPENDIX 2

INVESTIGATION CASE FILES CLOSED THROUGH JUNE 19XX

These files include wage statements, affidavits, credit reports, investigators' reports and related correspondence pertaining to the Title I Insurance Program on home improvement loans.

Box 1    FH-9-13976
13980
14040 thru
14065
15123  Note: In complete chains of numerical files, "thru" notations may be used. Do not use "thru" if any number is missing.

Box 2    FH-9-15128
15176
15188
15196 thru
15200

SUBJECT FILES, CALENDAR YEAR 19XX

These files contain the official record copies of incoming and outgoing communications filed by subject. The folders are filed alphabetically by primary subject code and numerically by secondary and tertiary codes.

Box 1    ADS     ADMINISTRATIVE POLICY
ADS 1 Reports and Statistics
ADS 2 Laws and Regulations
ADS 3 Buildings and Grounds
ADS 3-1 Acquisitions

Box 2    FIN     FINANCIAL MANAGEMENT
FIN 4 Bonding of Employees
FIN 5 Accounting Systems

LITIGATION CASE FILES CLOSED THROUGH 19XX

The files contain documentation and correspondence relating to litigation arising out of the administration of Urban Renewal and FHA programs. The files are arranged in alphabetical order by State, and by city or case title under each State.

Box 1    ALABAMA

King, et al. v. Housing Authority of the City of Bessemer, et al.
Jimerson, et al. v. City of Bessemer (2 folders)

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ACCOUNTABLE OFFICERS' RECORDS, FISCAL YEAR 19XX
These files are the accountable officers' records consisting of memorandum copies of accounts, all supporting vouchers, documents, and related correspondence.

Box 1  SF 215, Deposit Ticket
   SF 1034, Public Voucher for Purchases and Services Other than Personal
   SF 1081, Voucher and Schedule of Withdrawals and Credits

Box 2  SF 1166a-OCR, Voucher and Schedule of Payments "A" Series (1 thru 1212), "D" Series (1 thru 1942) and "T" Series (1 thru 71)

MANAGEMENT BROKERS' DISBURSEMENT AND ACCOUNTING REPORTS, 19XX

These files contain Broker's Summary Accounting Report, Broker's Report of Collection, Broker's Report of Disbursement, and related papers pertaining to the fiscal operations in the management of Secretary-owned properties (FHA Program). The folders are filed alphabetically by project or broker area name.

Box 1  Abbeville, Greenwood, and Salvda Counties
   Abiline Area 1
   Abiline Area 2
   Abiline Manor Apartments
   Ada County Area
   Addesleight Apartments
   Aiken County Area
   Alameda County Area
   Alamogordo and Tularosa Area

Box 2  Albany, Clyde and Tuscola Area
   Albion Area

12/89