# Request for Change in HUD Records Schedule

**U.S. Department of Housing and Urban Development**
Office of the Chief Human Capital Officer

| 1. To | 2. From |
|---|---|
| | |

3. Number & Title of Schedule

4. Type of Change Needed (Mark the appropriate box & provide details or further explanation on sheets of plain paper, if needed.)

- ☐ Add new item following Item Number _____
  Recommend wording new item as shown on the attached sheet(s).
  (Attach Files Survey form covering new record series)
- ☐ Consolidate Item Numbers _____
  into a new Item Number _____ to read as shown on the attached sheet(s).
- ☐ Revise Item Number _____ by
  - ☐ Rewording the description of records as shown on attached sheet(s).
  - ☐ Shortening the retention period so the disposition reads as shown on the attached sheet(s).
  - ☐ Lengthening the retention period so the disposition reads as shown on the attached sheet(s).
- ☐ Delete Item Number _____ because
  - ☐ File no longer kept.
  - ☐ Function and files transferred to (name of the organization) _____
    _____
  - ☐ Program or function discontinued.
  - ☐ Other (specify)

5. Justification (attach additional sheets of plain paper, if needed.)

| 6. Signature of Preparer | Title of Preparer | Date |
|---|---|---|
| X | | |



form **HUD-552** (9/85)

7. Name of Reviewing Office

Remarks & Recommendations

| Signature of Reviewer | Title of Reviewer | Date |
|---|---|---|
| X | | |

8. ☐ Concur / Submit to GAO and NARA for approval.
☐ Nonconcur because (specify)

| Signature of Departmental Records Management Officer | Date |
|---|---|
| X | |

## Instructions

1. Show the reviewing office to which the request is being sent. Field Offices must submit the request (original and 2 copies) to their Regional Office (to the attention of the Records Management Liaison Officer) for review. Headquarters offices must submit the request (original and 2 copies) to their Record Management Liaison Officer for review. See the instructions in item 7, below.
2. Show the preparing office down to the branch level, if applicable.
3. Give the number and title of the HUD schedule to be changed.
4. Specify the type of change recommended by marking the appropriate box and filling in the related blanks, if any. Recommend how the item should be worded or make other comments on plain bond and attach to this form. A separate form should be prepared for each item to be added, changed or deleted. For a new schedule item, attach a copy of the completed File Survey form (HUD-67) covering the new record series.
5. Provide justification for the change. Changes involving retention periods must be based on specific administrative, legal or fiscal requirements.
6. Include the signature and title of the head of the preparing office and the date.
7. Block 7 is to be completed by the reviewing office identified in item 1, above. Complete the block as follows:

   Enter the name of the reviewing office. Then make any appropriate remarks or recommendations on the proposed change. Finally, include the signature and title of the reviewing office official and date. After completing block 7, the reviewing office will keep 1 copy and send the original and 1 copy to the Departmental Records Management Officer in Headquarters.
8. The Departmental Records Management Officer (DRMO) will review and evaluate the request and the reviewing office's recommendations and will also coordinate the request with other affected offices. If the DRMO concurs, he/she will mark the appropriate box and submit the proposed change to the General Accounting Office, if needed, and to the National Archives and Records Administration for approval. If the DRMO does not concur, she/he will mark that box and give the reasons for the nonconcurrence. In either case, the DRMO will sign and date item 8 and keep the original of the request. The remaining copy will be returned to the preparing office as notice of the action taken.