

CHAPTER 4. REVISING SCHEDULES

4-1. ANNUAL REVIEW. Once a year each office must review the records disposition schedule(s) covering their records for needed revisions. (Source: 36 CFR 1228.20(b)(6)) A schedule can become out-of-date and useless when changes occur in:

- a. The amount of records storage space.
- b. HUD programs and responsibilities.
- c. Use of automation or other techniques affecting the physical nature of records.
- d. Internal organizations.
- e. Management policies.
- f. Paperwork flow affecting the content of a record series.

4-2. REVIEW QUESTIONS.

- a. These questions will help you decide if a schedule revision is needed:
 - (1) Is your office unable to find a schedule item to cover certain records? (Include records stored in Federal Records Centers.)
 - (2) Is your office unable to find a schedule item to cover certain nonrecord material?
 - (3) Is the retention period too long or too short for any record series?
 - (4) Are any series descriptions or disposition instructions in the schedules unclear?
 - (5) Should some records be retired to the Center earlier than the schedule provides?
 - (6) Are there no retirement instructions in the schedule for records which could be retired to the Center periodically?
 - (7) Does the schedule not reflect planned or current microfilming of permanent or unscheduled temporary records?
 - (8) Do your permanent records no longer merit permanent retention due to changed content or procedures?

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- (9) Are any scheduled record series no longer created due to abolished programs or functions?

(10) Does your office need to deviate from any General Records Schedule (GRS) items?

(11) Does your office have any records storage problems which can't be solved by using the current schedules?

(12) Do you have any suggestions for improving the schedules you use?

b. If you answered yes to any of these questions, the schedules you use need to be revised.

4-3. TO REQUEST A SCHEDULE CHANGE: Fill out Form HUD-552, "Request for Change in HUD Records Schedule." See Exhibit 4-1. The instructions

for preparing and forwarding the form are on the back. These types of schedule changes can be requested:

a. Add new schedule items to cover records:

(1) Missed during the records inventory or when the schedule was prepared.

(2) Created by new programs. These records must be scheduled within one year of implementation. (Source: 36 CFR 1228.20(b)(6))

(3) Retired to the Center, unscheduled, years ago.

(4) Inadequately covered by the GRS. Deviations from the GRS must have National Archives and Records Administration (NARA) approval. Approved deviations are included in HUD Records Disposition Schedule 3, "Administrative Records."

b. Make schedule items clearer. Items should reflect how the records are normally filed and cut off.

c. Cut retention periods. Review record series kept more than 5 years or growing more than 5 cubic feet a year to see if the retention period can be cut. The law or regulations may have changed or summary records may now exist.

d. Increase retention periods. Requests for longer retention periods must be based on sound administrative, legal or fiscal requirements. If a longer retention period is needed for less than a year or for only part of a series, the schedule doesn't need to be changed. See par. 5-3.

e. Delete discontinued series when:

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Item No.	Description of Records	Disposition
10-1.	IDEAS case files. Consist of files on employee suggestions.	
	a. Rejected.	Destroy 2 years after rejection.
	b. Adopted.	Retire to Federal Records Center 2 years after date of adoption. Destroy 5 years after date of adoption.

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