

TABLE OF CONTENTS

Paragraph	Page
Chapter 1. General	
1-1. Scope of Handbook	1-1
1-2. Statutory Requirements	1-1
1-3. Model Records Disposition Schedule	1-1
1-4. Objectives	1-1
1-5. Policies	1-2
1-6. Responsibilities	1-2
Chapter 2. Establishing Records Disposition Schedules	
2-1. ADP System Lifecycle	2-1
2-2. Scheduling Procedures	2-1
2-3. When An ADP System Becomes Inactive	2-3
Chapter 3. Release Procedures	
3-1. Overview	3-1
3-2. Responsibilities	3-1
3-3. Pre-Release Meetings	3-2
3-4. Software Release Package	3-2
3-5. Retiring Automated Data Processing (ADP) Records	3-4
3-6. Mandatory Use of Schedule and Emergency Deviations	3-4
3-7. Monitoring	3-5
Chapter 4. Automated Systems Operated By Outside Contractors	
4-1. Type of Contracts	4-1
4-2. Procedures for Systems Operated By Contractors Within HUD, In-house	4-1
4-3. Procedures for Systems Operated and Maintained By Contractors Located Outside of HUD, Offsite (Reserved)	4-2
Chapter 5. Major Microcomputer - Based Applications (Reserved)	
	5-1
	6/89

---

Appendices

1. Model Records Disposition Schedule for ADP System Files
2. Request for Change in HUD Records Schedule, Form HUD-552
3. Request for Records Disposition Authority, SF-115
4. Glossary
5. References
6. Sample of Retention Instructions in Operations Manual

---

FORMS PRESCRIBED BY THIS HANDBOOK

Form HUD-552, Request for Change in HUD Records Schedule

Standard Form 115, Request for Records Disposition Authority

Standard Form 258, Request to Transfer, Approval and Receipt of  
Records to National Archives of the United States

Standard Form 277, Computer Magnetic Tape File Properties