

U.S. Department of Housing and
Urban Development

Special Attention of:

Transmittal Handbook No.: 2227.1

Issued: May 25, 1984

1. This Transmits

Handbook 2227.1, Vital Records Program, dated May 25, 1984.

2. Explanation of Material Transmitted:

This handbook prescribes the policies and procedures for the management of the Vital Records Program in the Department of Housing and Urban Development. The Vital Records Program is designed to ensure the selection and protection of that core of records necessary to the Department in performing its essential functions in a national emergency.

Copies of the form shown here as Appendix #1, Annual Report on Vital Records, may be obtained in Headquarters from the Emergency Preparedness staff (OAMS). In the Regions, copies of the form may be obtained from the Regional Emergency Coordinator in the Office of the Director of Administration.

3. Cancellations:

Handbook 2225.1, Indispensable Operating Records, dated 3/1/65 is cancelled.

4. Filing Instructions:

Remove:

Handbook 2225.1
dated 3/1/65

Insert:

Handbook 2227.1
dated 5/25/84

Foreword

This is one of several narrow, specialized handbooks dealing with HUD's responsibilities as they relate to national civil defense emergencies. For information on the Department's overall Emergency Preparedness Program, refer to HUD Handbook 3200.1 REV-2 "Emergency Planning and Operations".
