

INSTRUCTIONS FOR ANNUAL REPORT ON VITAL RECORDS

- (1) Vital Records Control Number -- This number, used for inventory control purposes, is composed of:
 - (a) The correspondence code of the Office or Division that is identifying the document as a Vital Record.
 - (b) The calendar year (last 2 digits) in which the record was designated as a vital record. (If a record is revised, the "year designated" should also be revised, if necessary, to show the year revised.)
 - (c) Arabic numbers in sequence, beginning with "1".

The Vital Records Control Number is to be prominently shown on the upper right corner of each Vital Record.

When mailing several Vital Records to storage center(s), the envelope containing the records should prominently display the control numbers of the records included. Additionally the envelope containing the records should be placed inside a second envelope, with two copies of the Annual Report on Vital Records form. (If no new records are being added, send only the list.)

- (2) Self-explanatory
- (3) Self-explanatory
- (4) Retention Period -- If the VRRRO intends to submit periodically, enter b/w, m, q, sa, or a, to indicate bi-weekly, monthly, quarterly, semi-annually or annually, respectively. If non-periodic; enter u/s, or p to indicate "until superceded" or "permanent."
- (5) Self-explanatory (for use by Storage Site Staff only)

Addresses of Headquarters Storage Centers (Mail one copy of all HQ records to each)

Department of Housing and Urban Development	Department of Housing and Urban Development
401 Oberlin Road (Basement level)	FEMA - Special Facility
Post Office Box 10606	Post Office Box 129
Cameron Village Station	Berryville, Virginia 22611
Raleigh, North Carolina 27605	

Addresses of Regional Storage Centers (send one copy of Regional Vital Records to your Regional FRC only. Obtain addressess and instructions from the HUD Regional Emergency Coordinator.) The Regional Emergency Coordinator is responsible for making all arrangements for receiving, filing, etc., at the FRC.