

# THE INSIDER



A monthly newsletter brought to you by The Electronic Records Management Division

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## New CUI Policy/Implementation Kick-Off

### Five Programmatic Areas of Implementation Plan

- Governance** The CUI Executive Agent in consultation with affected agencies manages the implementation and sustainment of the CUI Program
- Policy and Guidance** CUI is safeguarded, disseminated, marked and decontrolled consistent with Executive Order 13556 and implementation guidance
- Training** Affected personnel receive baseline training that incorporates the essentials of the CUI program and specific agency needs
- Technology** The security and criticality of CUI are protected by the standards and guidelines established for Federal information systems
- Accountability** The CUI Executive Agent and all affected agencies are accountable for improvement of the CUI program through management and oversight responsibilities

**It's Coming!**  
Controlled Unclassified Information (CUI) Implementation

**When?**  
Your Agency Will Announce

**Until Then?**  
Continue Current Practices

For more information, visit:  
[www.archives.gov/cui](http://www.archives.gov/cui)

CONTROLLED UNCLASSIFIED INFORMATION

## HUD Records Mgt Training

The Electronic Records Management Division hosted four trainings in the month of July for our Stakeholders via Microsoft Teams. The trainings encompassed the subjects of Evaluations, Schedules, Inventories, Standard Operation of Procedures (SOPs), File Plans, Dispositions, and Electronic Records Management (ERM).



## Federal Records Center (FRC) Cost In-

HUD's Electronic Records Management Division was impacted due the closures of the FRC's. The FRC closures halted the transfer and withdrawal of records. The FRC program is a full-cost recovery revolving fund. National Archives and Records Administration (NARA) incurred unplanned expenses related to the COVID-19 pandemic and due to this found it necessary to implement a \$0.05 per box surcharge on Standard (S1) storage. This price increase was put in effect July 1, 2020 with the last increase on S1 storage being in 2018. That notification was sent to the HUD Records Information Management Operation Unit on June 30th, 2020, which addressed the FRC's 3 Phase reopening plans for the safe return of staff.

- Phase 1- return of staff is limited to 10-20%
- Phase 2- return of staff is limited to 25-50%
- Phase 3- return of staff is limited to no more than 50%

