

THE INSIDER



A monthly newsletter brought to you by The Office of Records and Information Management

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Welcome to our Records and Information Management (RIM) Newsletter. In this June issue, we have more updates, and background on additional focus areas for fiscal year 2020. These are exciting times in the world of HUD records management.



THE DISPOSITION PLAN

The Disposition Plan is the final document to be completed in conjunction with the Evaluation of a HUD Program Office. This will identify the Record Management Liaison Officer (RMLO), provide an Inventory of the Program Office's record series and electronic systems. It will also Review of the Record Schedules, and Ensure all Standard Operating Procedures (SOP) are updated, as well as Develop File Plans for all offices. The Disposition Plan is a key deliverable aligned to our NARA Inspection Report Corrective Actions and also supports our Controlled Unclassified Information (CUI) and Federal Information Security Modernization Act (FISMA) Inventory business and regulatory requirement.

EVALUATIONS



HUD does an annual records management program assessment. Federal regulations require agencies to conduct formal evaluations to measure the effectiveness of their records management programs and practices (36 CFR 1220.34(j)). Part of this evaluation process should include a strategy to ensure that the evaluation is accurate and to strengthen risk mitigation plans.

44 USC 3506(f) requires that the Department conducts periodic reviews of electronic information systems. These reviews will ensure that HUD implements and enforces applicable policies and procedures, specifically that requirements for archiving information that is maintained in electronic format is included in the planning, design, and operation of information systems.

LEGACY PAPER RECORDS

Over 600 cubic feet of paper records were identified in the HQ Weaver building. These records were disposed in compliance with HUD policy through an interagency agreement with the FRC.



CONTROLLED UNCLASSIFIED INFORMATION

The Office of Digital Enterprise, Electronic Records Management Division, is spearheading the Controlled but Unclassified Information (CUI) Program Implementation. The mission and responsibilities of the CUI Program are to promote awareness on what CUI is and to ensure the agency begins to practice and implement CUI protocols and processes. Controlled but Unclassified Information (CUI) is information the Government creates or possesses, or that an entity creates or possesses for or on behalf of the Government, that a law, regulation, or Government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls. Executive Order 13556 also known as the "The Order" established the CUI program.



The Office of Electronic Records will be sharing more information pertaining to CUI policy and the CUI categories that must be marked and have been identified as the most critical at HUD. Training dates will be announced for the month of July, so stay tuned for more information on this shortly.

ELECTRONIC SYSTEMS INVENTORY

Records Information Management (RIM) team has communicated with HUD's Program Offices on how to transition to Electronic Records. The Program offices provided numerous Records Inventory Worksheets identifying there Systems and Records. The inventory worksheet is a survey of agency records and non-record materials conducted primarily to verify records schedules and to identify various records management opportunities for improvement. The HUD 67 form is a data collection tool to capture the data.

RECORDS SERIES INVENTORY WORKSHEET Department of Housing and Urban Development			
1. DEPARTMENT AND PROGRAM		2. LOCATION OF RECORDS/REGISTRY NAME	
3. OFFICE / SECTION / UNIT		4. TELEPHONE	
5. NAME AND TITLE OF MANAGER RESPONSIBLE FOR MAINTAINING RECORDS			
6. RECORDS SERIES IDENTIFICATION			
7. NUMBER OF CURRENT RECORDS (SERIES TITLE OR ELECTRONIC APPLICATION COMMON NAME (INCLUDES ACRONYM IF APPROPRIATE))			
8. DESCRIPTION (INCLUDES ANY OF THE FOLLOWING: OFFICES / EMPLOYEES WHO USE THE RECORDS OR APPLICATION, PURPOSE OF THESE RECORDS, PROCESSING THE RECORD DOCUMENT)			
9. RECORD MEDIA (S) (COPY)	10. ARRANGEMENT	11. SUBJECT	12. STORAGE
<input type="checkbox"/> PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> WORK GENERATED	<input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> OTHER	<input type="checkbox"/> SUBJECT <input type="checkbox"/> NUMBERIC <input type="checkbox"/> OTHER	<input type="checkbox"/> FILE CABINET <input type="checkbox"/> FILE BOXES <input type="checkbox"/> MICROFILM <input type="checkbox"/> MICRODOT <input type="checkbox"/> OTHER
13. INCLUDE DATES	14. STATUS	15. RESTRICTIONS (OTHER THAN "NO COPY")	
FROM: _____ TO: _____	<input type="checkbox"/> RECORD COPY <input type="checkbox"/> DISCONTINUANCE COPY	<input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> INTERNAL <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> OTHER	
16. RETENTION PERIOD	17. ESTIMATED ACCESS ACTIVITY	18. HOW OFTEN SHOULD THIS INFORMATION BE PURCHASED?	
<input type="checkbox"/> 1 YEAR <input type="checkbox"/> 2 YEARS <input type="checkbox"/> 3 YEARS <input type="checkbox"/> 4 YEARS <input type="checkbox"/> 5 YEARS <input type="checkbox"/> 6 YEARS <input type="checkbox"/> 7 YEARS <input type="checkbox"/> 8 YEARS <input type="checkbox"/> 9 YEARS <input type="checkbox"/> 10 YEARS <input type="checkbox"/> 15 YEARS <input type="checkbox"/> 20 YEARS <input type="checkbox"/> 25 YEARS <input type="checkbox"/> 30 YEARS <input type="checkbox"/> 35 YEARS <input type="checkbox"/> 40 YEARS <input type="checkbox"/> 45 YEARS <input type="checkbox"/> 50 YEARS <input type="checkbox"/> 55 YEARS <input type="checkbox"/> 60 YEARS <input type="checkbox"/> 65 YEARS <input type="checkbox"/> 70 YEARS <input type="checkbox"/> 75 YEARS <input type="checkbox"/> 80 YEARS <input type="checkbox"/> 85 YEARS <input type="checkbox"/> 90 YEARS <input type="checkbox"/> 95 YEARS <input type="checkbox"/> 100 YEARS <input type="checkbox"/> INDEFINITE	<input type="checkbox"/> FREQUENTLY <input type="checkbox"/> OCCASIONALLY <input type="checkbox"/> RARELY <input type="checkbox"/> NEVER	<input type="checkbox"/> FREQUENTLY <input type="checkbox"/> OCCASIONALLY <input type="checkbox"/> RARELY <input type="checkbox"/> NEVER	
19. INDICATE THE BEST (SPECIALLY FOR ELECTRONIC RECORDS FOR THIS RECORDS SERIES) EXAMPLES AND FORMS INCLUDE FORM NUMBERS, SPONSOR CONVERSATIONS, LETTERS, ETC.			
20. WHEN THIS INFORMATION IS CHANGED (FOR EXAMPLE, UPDATING AN ADDRESS, VERSION, PRICE, ETC.) IS A COPY OF THE OLDER DATA KEPT?			
21. IF YES, WHERE IS THAT COPY STORED?			
22. INFORMATION FOR MAINTENANCE TO WHICH THIS RECORDS SYSTEM			
23. INFORMATION FOR COPY (S) (SCHEDULES APPLIED TO THESE RECORDS, YES/NO)			
24. INFORMATION SUBMITTED (CLASSIFIED, CONTROLLED WITH A RESTRICTION, NAMED OF RECORDS)		25. DATE OF INVENTORY	
26. NAME AND TELEPHONE NUMBER OF PERSON TRANSMITTING		27. NAME AND TELEPHONE NUMBER OF PERSON RECEIVING	
FOR USE OF RECORDS MANAGEMENT (LIAISON OFFICER)			
28. RECORDS SERIES NUMBER		29. RECORDS SERIES TEAM NUMBER	
30. RECORDS RETENTION INSTRUCTIONS		31. DISPOSITION AUTHORITY NUMBER	

FRC SURCHARGE ON EXPIRED RECORDS



Did you know HUD stores some of its records off-site at a National Archives facility in Maryland called a Federal Records Center (FRC)?

We pay NARA 24¢ per month for each cubic foot (the equivalent of about one file box) of temporary records we store. Recently, NARA has announced a surcharge for records they house that are past their scheduled disposal date will incur an additional 10¢ per month.

If your office has records in storage that have been kept longer than their stated retention and are no longer needed, let's work together. We can assist you in identifying those records, properly disposing of them, and saving HUD money.

Stay tuned in the next issue for explanations of other storage services and rates.

FEDERAL RECORDS CENTER

As of March 23,2020, COB until future notice the FRC's closed all Presidential Libraries, field archives, and Federal Records Centers (with few exceptions) In efforts to limit the spread of COVID-19.

