

THE INSIDER



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In this issue:

- Decommissions
- Electronic Records Management
- RIM Program Assessments
- Modernizing Records Schedules
- FRC Surcharge on Expired Records

Welcome to our Records and Information Management (RIM) Newsletter. In this May issue, we have more updates, and background on additional focus areas for fiscal year 2018. We are also looking to identifying stakeholders across HUD, in the HQ and Field, to ensure the key people are receiving the news and accomplishments of the RIM program.



Decommissions

The RIM division has been diligently working on ways to streamline all records related processes. Recently we have created a decommissions checklist as a strategic approach for systematically retiring outdated systems. The purpose of the checklist is to capture records retained in systems scheduled for retirement to any upcoming decommissioned systems. Systems can get decommissioned when they get old, outdated or too costly to operate. The RIM division will also be tracking these systems on a SharePoint list.



Electronic Records Management

The Managing Government Records Directive, [M-12-18](#), enacted in 2011, requires government agencies to manage all permanent electronic records electronically by the end of 2019. This directive creates a more efficient way to manage the information, given the scale and volume of the records the government is creating. Some agencies may face challenges in meeting the 2019 mandate due to legacy systems and manual processes agencies still have in place. For example, many agencies still print and manually file all e-mails. Just in 2016 The Executive Secretariat office retired its last lektreiver, they were storing printed correspondence. For agencies to be successful, we all should have policies and systems in place able to access records for as long as necessary, and they have to be able to execute disposition in accordance with the records schedule.

RIM Program Assessments

The Departmental RIM team is here to support you and your office's business and records needs. Throughout FY 2018, we will be conducting an Assessments Project. Federal departments are required, by the Code of Federal Regulations, to conduct formal evaluations of their records management programs. Don't be alarmed by the words "assessments" or "evaluations." We are simply going to schedule time to talk to HUD's program offices about such things as their current organizational structure and how their business information is managed and stored. Be on the lookout for calls and emails from RIM soon, or better yet--contact us to be the first on the list!



Modernizing Records Schedules

The HUD Departmental RIM team has reinitiated HUD's efforts to modernize its Records Retention Schedules in light of the NARA led government effort to move to electronic records. The consolidated functional (bucket) schedule developed two years ago has been rescinded. However, any drafts or new disposition authority requests created during that effort will be leveraged as we move forward. Housing has already begun meeting with the Departmental RIM office, and other programs are encouraged to sign up so that we can begin working on your modernization as well.



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 FY 2019: 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.

- ▶▶ At any moment, 5-7% of an organization's files are misplaced... *or lost.*
- ▶▶ The cost of lost files? \$166 - \$300 *per document.*
- ▶▶ Employees spend 8 hours *per week* searching for documents.
- ▶▶ 59% of managers miss important information *every day* because they can't find it.