TABLE OF CONTENTS

Chapter 1: INTRODUCTION AND BACKGROUND

Chapter 2: RECORDS AND INFORMATION MANAGEMENT PROGRAM
    2.1 Scope
    2.2 Legislative and Regulatory
    2.3 HUD’s Policy

Chapter 3: ROLES AND RESPONSIBILITIES

Chapter 4: RECORDS MANAGEMENT INVENTORY AND ASSESSMENT
    4.1 General
    4.2 Policy
    4.3 Coordination and File Management
    4.4 Creation and Maintenance of Records
    4.5 Non-Record Materials
    4.6 Personal Papers
    4.7 Safeguarding Records
    4.8 Records Evaluation, Inventory, and Appraisal
    4.9 Preparing Schedules, Disposal Lists, and Offers
    4.10 Scheduling Records
    4.11 Records Retention Under Litigation
    4.12 Essential Records (Vital Records)
    4.13 Records Retirement
    4.14 Records Transfer or Loans
    4.15 Destruction
    4.16 Transfer of Records to Other Executive Agencies
    4.17 Destruction of Temporary Records
    4.18 Records Management Language of Contracts

Chapter 5: EMPLOYEE REMOVAL AND USE OF RECORDS
    5.1 General
    5.2 Policy on Safeguarding Records
    5.3 Procedures for Removal of Records

Chapter 6: RECORDS AND INFORMATION MANAGEMENT TRAINING
    6.1 Purpose

- 6.2 Formal Training
- 6.3 Role Based Training
- 6.4 Publicizing the Records Management Program

Chapter 7: ELECTRONIC RECORDS MANAGEMENT
- 7.1 General
- 7.2 Appropriate Recordkeeping Systems
- 7.3 Creation, Use, and Maintenance of Structured Electronic Data
- 7.4 Creation, Use, and Maintenance of Unstructured Electronic Data
- 7.5 Metadata
- 7.6 Email Records Management
- 7.7 Electronic Communication and Instant Messaging
- 7.8 Cloud Computing
- 7.9 Contractor Managed Records – Electronic Systems
- 7.10 Digitization of Paper Records to Electronic

Chapter 8: RECORDS MANAGEMENT EVALUATIONS
- 8.1 Purpose and Scope of Records Management Evaluations
- 8.2 Notification of Evaluations
- 8.3 Disposition Plan (Evaluation Report)
- 8.4 Disposition Plan (Progress Report)
- 8.5 Follow-up Notification and Reviews

Chapter 9: PROTECTING CONTROLLED UNCLASSIFIED INFORMATION

Appendix 1: GLOSSARY

Appendix 2: RECORDS MANAGEMENT OBLIGATIONS FOR CONTRACTS

Appendix 3: FILE MANAGEMENT GUIDE

Appendix 4: RECORDS MANAGEMENT APPOINTMENT LETTERS